

STANLEY CORRECTIONAL INSTITUTION **Inmate Handbook**



Revised: June 2015

Stanley Correctional Institution (SCI)

- Read this handbook carefully to ensure awareness of basic procedures.
- Upon arrival at SCI, inmates are temporarily assigned to Reception and Orientation (R & O) for institution orientation. During this time they will be introduced to our programs, the physical plant, and members of our staff. Through an orientation, institution placement, program needs and work assignments will be determined.
- This institution is surrounded by a secure perimeter. Inmates will be permitted relative freedom of movement within the institution to associate with individuals at work, school, and during leisure-time activities.
- While at SCI, inmates will be given opportunities to gain skills needed to support a productive and crime-free life. SCI offers academic and vocational training, domestic violence, anger management, CGIP core groups, alcohol and drug abuse support groups, family and marriage counseling, and many other programs to help better prepare inmates to accept the responsibilities of life. Eligible inmates may take advantage of the programs available at SCI. **Only the individual inmate himself can make the decision to change.**

LIMITED ENGLISH PROFICIENCY POLICY

The Wisconsin Department of Corrections (DOC) shall within available resource constraints take reasonable steps to continue providing Limited English Proficiency (LEP) offenders in its custody, or under its supervision, meaningful access to vital documents, important information and health services and to ensure they are not precluded from accessing or participating in important programs or proceedings, including those which may affect the duration and condition of their confinement or favorable classification. This shall be done at no cost to the inmate. The DOC shall not retaliate against any LEP offender for requesting such access. The DOC does not prohibit communication in languages other than English, either by policy or practice, except where security practices require.

El Departamento de Correcciones (DOC) de Wisconsin debe dentro de los límites y recursos disponibles dar los pasos necesarios para continuar brindando a los ofensores con Dominio Limitado del Inglés (LEP) bajo su custodia, o supervisión, acceso a documentos vitales, información importante y servicios de salud, y de asegurar de que no queden excluidos del acceso o de participar en programas o procedimientos importantes, incluyendo aquellos que puedan afectar la duración y condiciones de confinamiento o de una clasificación favorable. Este servicio es gratuito. El DOC no tomará represalias contra ningún ofensor LEP por solicitar dicho acceso. El DOC no prohíbe la comunicación en otros idiomas que no sean inglés, ni por política ni en práctica, excepto en casos en que las medidas de seguridad sí lo requieran.

If you need help understanding English, please notify the nearest staff person.

Si Usted necesita ayuda con el idioma Ingles por favor notifique al miembro de personal mas cercano.

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MISSION STATEMENT

Maintain a safe and secure institution & provide inmates opportunity for self-improvement.

Objectives:

- To ensure the safety of the public, staff and inmates by application of sound correctional practices.
- To create a sense of community and shared responsibility in the workplace.
- To develop individualized correctional strategies based on the unique needs of individual inmates.
- To ensure that all staff have the opportunity for professional development.
- To safeguard the assets of the State of Wisconsin by appropriate use and maintenance of the equipment and thrifty use of supplies.
- To advocate novel and creative ideas in establishing environmentally friendly and cost effective measures when dealing with fiscal planning. To ensure future success by being willing and open to explore new ideas and make changes.
- To emphasize employee assistance and workplace enhancement programs so staff are well aware of our dedication to a positive work environment and to providing support for them in dealing with difficult situations and incidents they may encounter.
- To teach, model and reinforce respectful relationships through our daily interactions with each other and with the inmates placed here.

YOU HAVE THE RIGHT TO BE SAFE FROM SEXUAL VIOLENCE.



While you are under the supervision of the Division of Adult Institutions in the Wisconsin Department of Corrections, **no inmate or staff has the right to pressure you into any sexual acts.** Regardless of your gender, age, size, race, ethnicity or sexual orientation, **you have the right to be safe from any sexual advances and acts.**

Under Wisconsin law or the Division of Adult Institutions rules:

- Sexual intercourse, contact or conduct between inmates and between inmates & staff is prohibited.
- Sexual assault of an inmate or staff member will be investigated and referred for prosecution pursuant to the laws of Wisconsin.

The Federal government passed the **Prison Rape Elimination Act (PREA)** in 2003 to help prevent, reduce and eliminate any sexual misconduct between inmates and between inmates and staff.

WHAT IS SEXUAL MISCONDUCT?

- **Sexual Assault or Sexual Contact** - when one or more inmates tries to force or convince another inmate to participate in a sexual act through manipulation or through the use of threats, intimidation, inappropriate touching, or other actions.

YOU NEED TO RESPECT OTHERS. IT IS NEVER RIGHT TO PRESSURE SOMEONE TO ENGAGE IN A BEHAVIOR HE/SHE DOES NOT WANT TO DO. YOU DO NOT HAVE THE RIGHT TO FORCE ANY TYPE OF SEXUAL BEHAVIOR ON A PERSON. THERE SHOULD BE NO JOKING OR TEASING OF ANY KIND OF A SEXUAL NATURE. THESE BEHAVIORS WILL NOT BE TOLERATED.

- **Sexual Conduct** - any type of sexual activity between inmates which includes asking for, paying for, promising, threatening or communicating with another person in any manner, including orally or in writing, to have sexual intercourse. It also includes exposing, touching or gesturing to the inmate's own intimate parts to attract the attention of another person or using sexually explicit language.

SEXUAL ACTS OR CONTACTS BETWEEN INMATES, (LIKE HOLDING HANDS, KISSING, ETC.) EVEN WHEN BOTH PEOPLE WANT TO, ARE NOT ALLOWED. BOTH INMATES INVOLVED IN SEXUAL CONDUCT WILL BE HELD ACCOUNTABLE.

- **Sexual Assault of a Staff Member BY AN INMATE** - you may be charged with the crime of 1st, 2nd, 3rd, or 4th degree sexual assault and prosecuted.
- **Sexual Assault or Sexual Conduct BY A STAFF MEMBER** - when a staff member engages in, or attempts to engage in, a sexual act with any inmate. This includes the staff member intentionally touching the inmate's intimate parts with the intent to abuse, humiliate, harass, or degrade the inmate, or arouse or gratify the sexual desire of any person. Sexual behavior can include, but is not limited to, indecent, profane or abusive language or gestures of a sexual nature, inappropriate visual surveillance of inmates, making sexually offensive comments or gestures, solicitation of sexual activity through promises of favors, or threatening an inmate for refusing sexual advances. A properly conducted pat search does not constitute staff sexual misconduct and is not the basis for a complaint.

IT IS NEVER APPROPRIATE FOR A STAFF MEMBER TO MAKE SEXUAL ADVANCES OR COMMENTS, OR TO ENGAGE IN SEXUAL CONTACT WITH AN INMATE. EVEN IF THE INMATE WANTS TO BE INVOLVED WITH A STAFF MEMBER, THE STAFF MEMBER IS NOT ALLOWED TO PARTICIPATE. WISCONSIN LAW AND THE WI-DOC SPECIFICALLY FORBID SEXUAL ACTIVITY BETWEEN INMATES AND STAFF, CONTRACTORS OR VOLUNTEERS. STAFF IS SUBJECT TO DISCIPLINE AND PROSECUTION REGARDLESS OF WHETHER YOU CONSENT TO SUCH ACTIVITY. THERE ARE NO EXCEPTIONS.

HOW TO REPORT AN INCIDENT OF SEXUAL MISCONDUCT OR SEXUAL ASSAULT

It is important that you tell a staff member as soon as possible if you have been sexually assaulted, have been threatened or are being asked to do something sexually. You can tell the Social Worker, Psychologist, Chaplain, Warden, Shift Supervisor, Sergeant, Officer, Health Service Unit (HSU) staff, or any other staff member. DOC staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials that have a need to know in order to perform their duties.

There are other ways to report sexual misconduct or an assault if you are not comfortable talking with staff. You can:

- **File a Complaint.** Form # DOC-400 (offender complaint) if you are in an institution or center. Complaint forms are available on housing units in the institutions and centers. This is a confidential process.

-OR-

- **Write directly to the Warden, Superintendent, Division of Adult Institutions (DAI) or WI-DOC Secretary.** You can send the Warden or Superintendent an Interview Request reporting sexual misconduct. You may also send a letter to the DAI Administrator or Secretary of the WI-DOC. To ensure confidentiality, place in a sealed envelope.

-OR-

- **Dial the reporting line 777 which is a free call on the inmate telephone system.**

-OR-

- **Contact the local law enforcement agency.** You can report a sexual assault by contacting local law enforcement directly, or through a third party.

WHAT TO DO IF YOU ARE ASSAULTED

If you are sexually assaulted, **you should report it immediately to staff** who will offer you immediate assistance and protection if needed. Staff will also refer you for a medical examination and clinical assessment.

Even though you may want to clean up after the assault, **it is important NOT TO shower, wash yourself, drink or eat anything, change your clothing, or use the bathroom before you see medical staff.**

Medical staff will gather any physical evidence of the assault, examine you for injuries (some may not be visible to you) and check for sexually transmitted infections. Please remember that by reporting the crime of a sexual assault or sexual misconduct right away, you are assisting in helping stop this harmful behavior and sending a message to the perpetrator that this behavior will not be tolerated.

**NO MATTER WHERE YOU GO OR WHERE YOU LIVE,
YOU HAVE THE RIGHT TO BE SAFE FROM SEXUAL VIOLENCE.**

STAYING HEALTHY IN PRISON



PSYCHOLOGICAL SERVICES

Doing Time in Prison

Being in prison can be both a difficult time and an opportunity for change. Some inmates go through prison with relatively few emotional problems or hardships. Other inmates may feel emotional stress, grieve losses, or have other mental health problems.

Every major institution has both psychology and psychiatry staff who can assist you through difficult emotional times. Prison is a real problem you have to face. Mental health problems can make it more difficult for you to make it through your time in prison. This brochure describes ways you can help yourself to avoid mental health problems.

Common Thoughts & Feelings

Most people experience stress and loss when in prison. There is inevitably a story behind your being here, and much of it may not be pleasant. You may be grieving losses and have uncomfortable memories of your crime, victims, or court proceedings. At times, you may feel anxious, lonely, sad, useless or bored. You may be uncertain about what the future will bring or whether your relationships outside of prison will last. You may miss your freedom, your work, or contact with friends and loved ones.

What you are feeling is painful but normal. You are not alone. Many people in prison feel the same. It is not easy, but it does get better over time.

How Can I Stay Healthy?

- Stay in contact with family and friends.
- Find those within the institution you can trust and talk to, whether they are other inmates or staff members.
- Read as many books as you can.
- Write down your ideas. You can write your family, create fictional short stories, or write poetry.
- Get an education or skill.
- Take treatment and programming seriously.
- Go to recreation.
- Take every opportunity to become involved in work.
- Stay away from trouble. Make good choices of who your friends are.
- Determine to change your life completely so that you never have to spend time in prison again.
- Think about how you can make a difference in someone else's life.
- Take pleasure in small things.

Prison can be a time for positive change.

It can be a time to:

- re-evaluate your priorities
- set goals for your life
- strengthen spiritual and moral beliefs
- change the way you relate to loved ones
- get your mind clear of alcohol and drugs
- get better control of your moods
- get in better physical shape or improve your health
- get a formal education
- educate yourself through reading
- learn new job skills

If You Get Bad News from the Outside

Bad news sometimes comes from the outside. For example, you may get news about the illness or death of a family member, notice of a divorce or break-up from a partner, get a long sentence for a new charge, or have your appeal denied. Depending on your personality, you may prefer to keep such news inside and "work it through". Or you may prefer to share the news with others and "talk it out" with family, friends, other inmates, or officers on the unit. Both styles can work just fine to help you accept the news and make constructive plans for what comes next. However, if the news feels as if it is "too much" or you find that it is hard to get your mind off of it, you may need additional help. Psychology staff and your social worker are trained to help in such situations. Feel free to contact these staff if

you feel that you are having trouble coping or need assistance.

If You Have Suicidal Thoughts

Everyone thinks about their death at some point but thoughts or plans to harm yourself are most likely a sign of depression. *Suicidal thinking is treatable. Do not keep suicidal thoughts to yourself. Please contact an officer, psychology staff member, chaplain or social worker so that there is an opportunity to help you.*

Remember that there are ways to improve nearly any problem or situation. As time passes and circumstances change, what is now a big problem may turn into a smaller problem. If you cannot think of solutions to your problem, it does not mean that other solutions do not exist. It simply means that you are currently unable to see other solutions by yourself.

Most people who think of suicide do so for a relatively short time. Things can change, feelings can be altered and unexpected solutions found.

Emotional pain can sometimes make us disregard family ties, loved ones, religion, love of nature and our dreams. Those reasons to live are still present. You have to find them again.

Be Your Brother/Sister's Keeper

Similarly, if you have reason to believe that *another inmate* is thinking of harming

himself or herself, please contact staff so that we can offer our help. Warning signs could include giving away possessions, saving up medication, saying goodbye or making unexpected apologies, writing a will, sudden depression or withdrawal from others.

How to Contact Psychological Services

- Write an interview request for psychological services
- If urgent, contact any DOC staff member.

Adapted from a 1995 brochure by Robyn Bradley

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SUICIDE PREVENTION



PSYCHOLOGICAL SERVICES

Suicide Rates in the Community

Although a relatively rare occurrence, suicide is the eleventh leading cause of death among Americans. Unfortunately, suicide rates in Wisconsin are about 8%

higher than the national average (about 12.5 per 100,000 persons per year). More concerning, suicide rates among individuals under age 25 in Wisconsin are *one third* higher than the national average. The reasons for higher suicide rates in Wisconsin are not clear, although some researchers believe that the northern latitude and the greater variation in sunlight between winter and summer play a role.

Suicide Rates in Prison

Suicide in prison occurs at a higher rate than in the community. Overall, it is the third leading cause of death in prison, behind natural causes and AIDS. Over the past eight years, Wisconsin prisons have experienced a high rate of completed suicides, averaging six per year.

Yet suicides are only part of the problem. For every suicide in prison, there are many more attempts that do not result in death. These attempts have considerable cost in terms of psychological distress to those who make the attempt or witness it, physical injury, the need for medical care, and disruption of a housing unit.

When do Inmates Attempt Suicide in Prison?

The times of highest risk for an inmate to attempt suicide are:

- When receiving bad news in the mail, such as a "Dear John" letter or court papers that deny an appeal.

- After a phone call with a spouse or loved one where there was an argument, talk of a breakup, or threat of divorce.
- When housed in segregation ("the hole") for alleged misconduct.
- When fearful of other inmates over gang issues or repayment of debts.
- When feeling depressed, hopeless, or trapped.
- After stopping medication that is needed for emotional problems.
- When feeling strong guilt about past behavior or crimes.
- When in extreme conflict with staff and feeling unfairly treated.
- When feeling very angry and wanting revenge.

Warning Signs of Suicide

Studies show that in the majority of inmate suicides, some type of warning or sign was given to other inmates or staff in the preceding days. Warning signs could include:

- Talking or writing about death, dying, or suicide.
- Making indirect references to suicide ("I won't be here when you wake up").
- Giving away possessions or writing a will.
- Saying goodbye or making unexpected apologies.
- Saving or stockpiling medication.
- Becoming isolated or withdrawn

Why is Suicide Preventable?

Many suicides are preventable for two simple reasons. First, most people give some type of warning sign prior to their suicide attempt. If others are sensitive enough to these signs, the problem can be discovered before it is too late. Second, strong suicidal feelings are almost always temporary. Given enough time, nearly everyone contemplating suicide changes their minds. Situations change, strong feelings calm down, and unexpected solutions can be found.

What Do You Say?

If there is another inmate whom you suspect is suicidal, here are some tips on how to respond:

- If you know the other inmate, make a friendly inquiry about how he or she is doing.
- Be direct. Talk in a matter-of-fact manner about suicide if the topic comes up. Don't act shocked.
- Be willing to listen. Don't debate whether suicide is right or wrong, or lecture on the value of life.
- Don't dare him or her to do it.
- Don't be sworn to secrecy.
- Contact staff at the earliest possible

moment. If you believe an attempt is coming soon, contact staff right away, because even a few moments can make a big difference.

About Contacting Staff Members

- You can report information confidentially so that your name is not involved.
- If the troubled inmate denies any problems, you will not be disciplined for lying.
- If the troubled inmate does admit to problems or suicidal feelings, he/she will not be disciplined for this. It is possible that he/she will be placed in observation status for a short time, depending on whether the psychologist thinks it is necessary.
- If you hear that another inmate has received bad news, please let us know so that we can check in and offer help.

How Many Lives are Affected?

Remember that if you help to save one life from suicide, you are helping many other lives as well. It is estimated that every suicide profoundly affects the lives of at least six others who know, care about, or love the deceased. This includes children and significant others.

Unit Management

SCI operates under the "Unit Management" concept. Unit Management means we divide the larger institution population into smaller groups to develop a working relationship between inmates and staff. The housing unit team consists of the uniformed staff, Social Workers, and a Unit Supervisor. Other staff assigned to the team may include, but are not limited to, education representative, and psychology representative. Inmates are expected to utilize the "Chain of Command" when seeking information/interview requests.

Chain of Command/ Information/Interview Requests

Inmates must follow the chain of command. They must start at the lowest level related to the problem before going to the next level. After waiting ten working days without receiving a response or resolution, inmates may contact the next and subsequent level as needed, informing them of the steps already taken and the results. Information/Interview requests must include your name, housing unit assignment, and DOC number.

Failure to follow the above mentioned steps will only cause delays because staff have been told to return the request if these steps have not been followed. Inmates may "jump levels" or ask someone else sooner only for a valid reason. When doing so, explain why it is being done and what has been said or done so far by staff.

Please note: additional materials sent with correspondence will not be returned. If you must include supplemental items you are responsible for obtaining copies prior to mailing your correspondence.

The last level in the Chain of Command in addressing any institution issue is always the Warden.

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
Accounts	Inmate Accounts, Business Office	Financial Program Supervisor	Correctional Management Services Director
Staff Representative	Security Office	Programs Captain	Security Director
Attorney Calls	Records Office	Records Supervisor	Program Director
Barber	Recreation Leader	Program Director	Deputy Warden
Canteen	Inventory Control Coordinator	Financial Program Supervisor	Correctional Management Services Director
Chapel	Chaplain	Program Director	Deputy Warden
Crisis Counseling	Staff	PSU Staff	Psych Services Supervisor
Dental	Dental Staff	HSU Supervisor	BHS Dental Supervisor
Emergency Contact Forms	Social Worker	Corrections Unit Supervisor	Deputy Warden
Emergency Medical Treatment	Officer	Sergeant	Security Supervisor
Emergency Telephone Calls	Unit Social Worker	Unit Supervisor	Deputy Warden

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
Food Service	Food Service Staff	Food Service Manager	Food Service Administrator
Health Services	Nurse	HSU Manager	Warden
Hobby	Rec Leader – Hobby	Program Director	Deputy Warden
Housing Unit Problem	Unit Sergeant	Corrections Unit Supervisor	Deputy Warden
Inmate Accounts	Inmate Accounts	Financial Program Supervisor	Correctional Management Services Director
Legal Assistance to Institutionalized Persons (LAIP)	Program Services - OOA	Program Director	Deputy Warden
Laundry	Laundry Officer	Financial Program Supervisor	Correctional Management Services Director
Law Library	Librarian	Education Director	Deputy Warden
Legal Loans	Inmate Accounts	Financial Program Supervisor	Correctional Management Services Director
Library	Librarian	Education Director	Deputy Warden
Mail / Property	Mail/Property Sergeant	Property Supervisor	Security Director
Maintenance / Work Orders	Officer/Sergeant	Area Supervisor	Maintenance Supervisor
Medication	Nurse	HSU Manager	Warden
Music	Recreation Leader	Program Director	Deputy Warden
Notary Service	Records Office Staff	Records Supervisor	Program Director
Open Records Request	Records Office Staff	Records Supervisor	DOC Legal Custodian
Parole Questions	Social Worker	Records Office Record Assistant	Parole Commissioner
Programs / Re-Entry	Social Worker	Unit Supervisor	Deputy Warden
Review Classification	Social Worker	Classification Specialist	BOCM Director
Psychological Services	Psychologist	Psychological Services Supervisor	Deputy Warden
Recreation	Rec Leader	Program Director	Deputy Warden
Religious Issues	Chaplain	Program Director	Deputy Warden

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
School	Teacher/Officer	Education Director	Deputy Warden
Restrictive Status Housing Unit	Unit Sergeant	RSHU Captain	Security Director
Sentencing Information	Social Worker	Offender Records Supervisor	Program Director
Social Service File Reviews	Records Office Staff	Records Supervisor	Program Director
Televisits	Program Services OOA	Program Director	Deputy Warden
Veteran Affairs	Program Services OOA	Program Director	Deputy Warden
Visitor Restrictions	Visiting Room Officer	Security Lieutenant or Captain	Security Director
Visiting List / Extended Visit / Special Visit	Social Worker	Unit Supervisor	Deputy Warden
Work Problem	Work Supervisor	Department Head/ Area Administrator	Deputy Warden
Work Termination	Work Supervisor	Program Director	Deputy Warden

Note: Inmates must try to resolve issues through the Chain of Command before filing a complaint in accordance with DOC 310.

I. HOUSING UNIT INFORMATION

A. Inmate Identification Cards

1. All inmates are required to wear their DOC issued ID's when out of their rooms, except for instances listed below. The ID's must be worn around the inmate's neck, on the outermost garment using the lanyard provided by the institution. Nothing but the ID, Unit bead and your room key is to be attached to the lanyard. SCI's lanyards are made from a hypo-allergenic material. Lanyards from other institutions are not allowed. The length and charges for lanyards and ID cards will be as designated in DAI 306.00.06, Inmate Digital Photo Identification System. The following list notes the exceptions:
 - a. Inmates in Temporary Lock Up or RSHU status. ID's for inmates in the RSHU will be kept in the inmate's unit file until they are released from the RSHU Building.
 - b. Inmates taking a shower.
 - c. Inmates working in areas where it may be a safety hazard. The work supervisor will instruct inmates to place their ID's inside their shirt for safety reasons. Inmates will immediately display the ID's when leaving their work area.
 - d. Inmates at recreation may remove their ID's or place them under their shirt while participating in recreation activities. Inmates will be expected to present their ID's upon staff request and it must be worn to and from Recreation.
2. In the event an inmate's ID or lanyard is lost, stolen or broken, the inmate will:
 - a. Immediately report this information to staff.

- b. Submit an Interview/Information Request (DOC-761) and Disbursement Request (DOC-184) to the Property Sergeant or Intake Officer requesting a replacement ID. Inmates will be charged a replacement fee of \$3.00 per ID.
- c. If an inmate wishes to dispute replacement charges, submit a request to the Unit Supervisor for review prior to requesting a replacement.
- 3. The following list includes the lanyard colors for each unit:
 - a. Unit 1: Purple
 - b. Unit 2: Yellow
 - c. Unit 3: Red
 - d. Unit 4: Blue
 - e. Unit 5: Green
 - f. Unit R & O: Pink
- 4. A bead will be placed on the lanyard which will be a specific color for each wing. The following list includes the bead colors for each wing:
 - a. A Wing – Red
 - b. B Wing – Green
 - c. C Wing – Blue

B. Institution & Unit Conduct Standards

- 1. Inmates are expected to take responsibility for their own needs and actions, and will be accountable for the consequences of those actions.
- 2. The rules contained in this handbook are not meant to be all-inclusive. The instructions of the institution staff are to be followed at all times.
- 3. Basic institution and unit rules:
 - a. SCI has a zero tolerance policy on pornography. It is not allowed in the institution or on institution grounds, and any inmate being found with it will be subject to discipline.
 - b. Tobacco products of any kind are not allowed on institution grounds. Smoking (or evidence of), possession of smoking materials/tobacco products or paraphernalia is prohibited.
 - c. Visiting or loitering is not allowed in the entrance to the unit, doorways of the rooms, outside the rooms, on the tiers, in the vestibule, or on the stairways.
 - d. Inmates cannot permit another inmate, other than their roommate, to be in their room. Placing any part of the body into another room (this means breaking the plane of the door) is considered being in the room.
 - e. Upon receiving property, inmates will be issued a padlock to secure their property. Inmates are responsible for the padlock combination and are expected to keep it confidential. The padlock is to be locked on the locker at all times. SCI is not responsible for any lost or stolen property.
 - f. No knocking on other inmate room doors without Staff approval.
 - g. No talking or throwing items across dayrooms or over tiers.
 - h. No swearing, profanity, or racial slurs in any context are allowed. Any language offensive to others is inappropriate and will not be tolerated.
 - i. No running anywhere in the building.
 - j. No running to and from activities.
 - k. Only one inmate allowed at the officer's station at one time. Unless there is an emergency, Officer stations will be closed from:
 - 5:55 a.m.-6:10 a.m.
 - 1:55 p.m.-2:10 p.m.
 - 9:55 p.m.-10:10 p.m.
 - l. Inmates are to be seated while in the dayroom – no standing and visiting.
 - m. Blocking or covering any part of the door window or cell window is prohibited.

- n. When in their room, inmates must be visible to staff. Do not use blankets, towels, or clothing to cover entire body or to make walls that section off the room.
- o. Microwaves are provided on each wing for use during dayroom hours. No loitering at the microwave area. Do not put metal in the microwave. Nothing is to be placed on top of the microwave. It is the responsibility of the inmates to clean up after themselves and properly discard any garbage.
- p. Personally owned electronic equipment (radio, TV, etc.) must be used with headphones and is not allowed out of the room.
- q. Inmates are not allowed to bring any personal items to their work assignments.
- r. Inmates are prohibited from possessing, wearing, manufacturing, or distributing security threat group (gang) related materials, or participating in any security threat group related activity. Clothing will be worn in such a manner as to not be perceived as disruptive.
- s. Use of security threat group related signs, drawings, symbols or language, through the use of gestures or code, is prohibited. Security Threat Group related mail is not permitted.
- t. Sinks, drains, toilets, and shower areas are to be used as designed. Rinsing items off in the shower or sinks is not allowed. If maintenance has to repair a sink or toilet or unclog a drain because of inmate misuse or unauthorized items are found in the trap, the inmates may be subject to discipline, including restitution of related costs. Inmates who are observed rinsing their shoes/boots off in the shower, sink or any other area that drains into the sewer system may receive progressive discipline.
- u. Damage to intercoms, coax cables, and damage to beds/walls/windows/shelves/doors/etc., will result in restitution for cost of repairs.
- v. Dayroom sinks may not be used for personal hygiene, washing of dishes or clothing. The sinks which are in the back of the dayroom, next to the showers, are the only sinks in which to wash any inmate dishes.
- w. Jackets may be put on in the rooms and worn while passing through the dayroom on the way out of the building, from September 1st to May 31st. Likewise they may be worn on the way back into the building and directly into your room. These items may not be worn in the dayroom at any other time. When not in use, winter hats and jackets must remain in the rooms. Winter hats must be removed upon entering other buildings.
- x. Personal hygiene items can only be used in your room or designated areas.
- y. Room assignments will be determined by staff and assigned by bed space availability. Room or bed changes are based on medical, clinical, or security, not inmate requests.
- z. No sunglasses or tinted lenses are to be worn inside any institution building, unless medically approved.
- aa. To ensure there is a supply of ice and hot water for everyone, ice and/or hot water will only be taken in a cup – no pitchers or large size containers.
- bb. Shouting or yelling to people located in front of other buildings, on the black top road, or on the recreation field is not permitted. No talking through the fences.
- cc. In order to conserve energy, inmates are required to turn off electronics, including lights, radios, televisions, etc., when no one is in their room.
- dd. No hugging or chest bumping is allowed.
- ee. Inmates are restricted to the tier on which they live. Movement to another tier or wing requires staff permission.
- ff. Inmates may not possess personal information of another without permission.
- gg. No stockpiling forms in cells. Outdated forms will not be accepted.
- hh. Only one gray tote allowed per inmate unless approved in writing by Unit Supervisor.
- ii. Plastic chairs assigned to cells are not allowed in the dayroom.

C. Inmate Sanction Definitions

1. Room and Cell Confinement

- a. Unless otherwise specified by the Hearing Officer, room/cell confinement means 24 hours room/cell confinement.
- b. Room confinement begins immediately after the conduct report hearing or acceptance of the sanction and ends after the 7:30 a.m. standing count the day after completion of the disposition, unless otherwise specified by the Hearing Officer.
- c. During the hours of confinement, an inmate may not leave his room/cell during unapproved times without specific permission.
- d. Inmates on room confinement will be allowed to attend religious services, medical appointments, treatment programming, and visits from outside persons. Inmates who have jobs/school must still attend work/school. Inmates on room confinement must notify Staff when they are attending any of these functions.
- e. All inmates on room confinement will be allowed to shower and/or clean their room every day between 6:00 a.m. and 6:30 a.m. Inmates must notify the Staff that they will be taking a shower and/or cleaning their room during these times.
- f. In addition to being allowed out of their cells each day between 6:00 a.m. and 6:30 a.m. inmates serving a sanction of eight (8) or more days room confinement will be allowed out of their cells on Tuesdays, Thursdays and Saturdays between the hours of 8:00 a.m. and 9:00 a.m. as operational needs permit. Inmates may engage in any normally approved activity including phone calls, courtyard, dayroom, etc. and indoor or outdoor recreation, if their unit is scheduled. Inmates must notify Staff that they will be out of their cells during these times.
- g. Inmates on room confinement are allowed to exchange or turn in state issued clothing during scheduled laundry exchanges.
- h. Inmates serving a sanction of less than eight (8) days room confinement who wish to make a phone call must submit a request to the Unit Supervisor for approval. Inmates serving a sanction of eight (8) or more days room confinement must complete phone calls during the days and hours they are approved to be out of their cell.
- i. Inmates with a verifiable, active court case can request Law Library access from the Unit Supervisor.

2. Loss of Dayroom

- a. Loss of dayroom begins immediately after the conduct report hearing and ends after the 7:30 a.m. standing count the day after the completion of the disposition, unless otherwise specified by the Hearing Officer.
- b. Inmates on loss of dayroom may not engage in any activity inside the housing unit.
- c. Activities such as use of the water and ice machines, microwaves, phone calls, etc., are not permitted while on loss of dayroom (with the exception of meals).
- d. Inmates may exchange state issued clothing during scheduled laundry exchanges.
- e. Inmates on loss of dayroom will be allowed to shower and/or clean their room every day between 6:00 a.m. and 6:30 a.m. Inmates must notify staff that they will be taking a shower and/or cleaning their room during these times.
- f. If on loss of dayroom and an inmate wishes to wash personal clothing or make a phone call, he must submit a request to the Unit Supervisor/designee who will approve or deny the request. If approved, access will be limited and determined by the approving party.

3. Loss of Cell

- a. Loss of cell begins immediately after the conduct report disposition, or at 6:00 a.m. for any days consecutive to the day the disposition was given, and continues until 10:00 p.m.

- b. During the hours of loss of cell, an inmate may not enter his cell without specific permission, and must remain in the dayroom or at an approved activity during the hours the dayroom is open for normal inmate activities, with the exception of late night dayrooms.
4. Building Confinement
 - a. Inmates serving a building confinement sanction may not leave the confines of their housing unit, except to:
 - 1). Complete assigned work duties
 - 2). Attend assigned classes or primary program group
 - 3). Attend visits
 - 4). Attend religious services
 - 5). Follow directives of a staff member
 - 6). Attend Classification hearings
 - 7). Attend Parole Commission hearings
 - 8). Receive Health/Psychological Services
 - 9). Attend approved extra Law Library time
5. Loss of Recreation

When serving a loss of recreation sanction, inmates will not participate in any of the following activities:

 - a. Use of gym and weight room
 - b. Use of track, recreation field, etc.
 - c. Music, hobbies, and barbershop
6. Extra Duty
 - a. An inmate may be assessed a period of “extra duty” as a result of a conduct report disposition. The Hearing Officer shall inform the inmate and staff of extra duty assessed. The specific tasks to be assigned in fulfilling this requirement shall be determined by staff.
7. Program Inmates Only

As part of programming, participants may receive loss of privileges for rule violations through the issuance of a program alternative in lieu of a conduct report or due process. The loss of privileges will not exceed those allowed as a minor sanction under DOC 303. The Sergeant can invoke loss of privileges immediately upon an inmate’s rule violation. All loss of privilege sanctions will be reviewed by the Unit Supervisor on the next working day.

The following chart outlines the specific activities an inmate will be allowed when given a Room Confinement, Building Confinement, or Loss of Recreation disposition, whether it is a minor or major disposition.

ACTIVITIES	LOSS OF DAYROOM	LOSS OF RECREATION	BUILDING CONFINEMENT	ROOM CONFINEMENT (less than 8 days)	ROOM CONFINEMENT (8 or more days)
Dayroom	No	Yes	Yes	No	8:00 a.m.–9:00 a.m. Tuesday, Thursday and Saturday
Courtyard	Yes	Yes	No	No	
Recreation	Yes	No	No	No	
Showers	6:00 a.m. - 6:30 a.m.	Yes	Yes	6:00 a.m.– 6:30 a.m.	8:00 a.m.– 9:00 a.m. Tuesday, Thursday and Saturday

Phone Calls	With Unit Supervisor's permission	Yes	Yes	With Unit Supervisor's permission	8:00 a.m. – 9:00 a.m. Tuesday, Thursday and Saturday
Programs	Yes	Yes	Yes	Yes	Yes
Visits	Yes	Yes	Yes	Yes	Yes
Work/School	Yes	Yes	Yes	Yes	Yes
Chapel	Yes	Yes	Services only	Services only	Services only
HSU	Yes	Yes	Yes	Yes	Yes
Electronics	Yes	Yes	Yes	Yes	Yes
Personal Laundry	No	Yes	Yes	No	Yes
Library	Yes	Yes	Law Library only, with Unit Supervisor's approval	Law Library only, with Unit Supervisor's approval	Law Library only, with Unit Supervisor's approval

D. Counts

1. SCI has 6 official counts per day. Front unit doors will be locked during count times and cell doors will remain secured and shut until count clears. Standing counts will be conducted each day at: 7:30 a.m., 12:25 p.m., 4:40 p.m., and 9:15 p.m., including weekends and holidays. There will be no “sleep-ins”. Standing counts will be verbally announced in respective areas. Inmates in housing units will stand side by side in the center of their room facing the door with the light on. When standing count is conducted, inmates will stand quietly, no listening to electronic equipment, reading, etc. Minimum attire will consist of either pants or shorts (not just undergarments) and a shirt. Inmates will stand until the Officer completes the count of their room, and remain in their rooms, with their door secured, until the “count is clear” announcement is given.
2. After the 9:15 p.m. count inmates must be visible to staff during rounds. An inmate may not use anything (blanket, towel, or clothing) to cover his entire body.
3. In other areas with inmates, they will stand on a designated area marked by a yellow line or an area designated by a staff member. (i.e., industries, food service, maintenance.)

E. Housing Unit

1. Housing Unit Attire
 - a. Pants or outerwear shorts, shirt or T-shirt, and footwear (laced and/or tied shoes and socks) or slippers with a back must be worn in the dayroom.
 - b. Inmates may go from their room to the shower and back wearing a bathrobe, underwear, and shower sandals/slippers or other footwear. If inmate does not own a robe, t-shirt and shorts must be worn. Shower sandals/slippers are not permitted outside the housing unit or in the vestibule area; this includes during meals. All robes must be tightly closed, not hanging open or nearly open.
 - c. Inmates are not allowed to sleep naked. At a minimum, inmates are required to wear underwear or briefs to bed.
2. Dayroom use is as follows:
 - a. Dayroom is called 5 minutes prior to closing at which point inmates are expected to finish any activities and return to their cell. Inmates are not allowed to sit or loiter in dayroom following this call. The TV will be shut off and all games/tables are to be cleared immediately.

- b. Day room times are as follows:

Sunday through Thursday

6:00 a.m. – 6:30 a.m.

After 7:30 a.m. count - 10:50 a.m.

After 12:25 p.m. count – 4:30 p.m.

6:00 p.m. – 9:05 p.m.

After 9:15 p.m. count – 10:00 p.m.

Friday, Saturday, & night before a holiday

6:00 a.m. – 6:30 a.m.

After 7:30 a.m. count - 10:50 a.m.

After 12:25 p.m. count – 4:30 p.m.

6:00 p.m. – 9:05 p.m.

After 9:15 p.m. count – 12:00 a.m.

(Holidays are: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year's Eve.)

3. Rules for use of the dayroom are as follows:

- a. The dayroom may be used for watching TV, playing games, reading and socializing. Do not disturb other inmates. The noise level in the dayroom shall be kept as low as possible. Use of the dayroom is a privilege, not a right.
- b. Dayrooms may be closed for groups, unit meetings or other purposes as determined by staff.
- c. Dayrooms will be closed at specific times to help with the monitoring of inmates during counts and meals. The dayroom may also be closed at other times to accommodate institution needs.
- d. Showers are only allowed during open dayroom hours. Exceptions may be given with staff permission.
- e. No items may be retrieved from the garbage bins or recycling bins.
- f. Sitting on the tables, taking more than one seat, saving a seat for someone, stepping or putting feet on furniture and walls is not allowed.
- g. Individuals are expected to clean up after themselves at all times.
- h. The dayroom is not an exercise area and shall not be used as such.
- i. All inmates in the dayroom shall be seated at the tables. Loitering in the dayroom is not permitted.
- j. Blankets, pillows, mattresses, etc., must remain in the inmate's room and are not allowed in the dayroom.
- k. Drawing, sketching and coloring are the only hobby activities that may be worked on in the dayroom during dayroom hours without staff permission.
- l. No horseplay to include shadow boxing, pushing, sparring, or any other aggressive actions are allowed anywhere in the institution.

F. Dayroom Television

1. Selection of dayroom television programs will be majority rules. Once a program is selected, it will not be changed until the conclusion of that program. Inmates who have personal televisions are not allowed to participate in the vote.
2. During meals, the dayroom televisions will be tuned to the institution channel (channel 13) which broadcasts written announcements. Please review the institution channel messages daily to keep informed of events occurring in the institution.
3. Staff will control the volume and remote control. Inmates with a television in their room may be required to move away from the dayroom television area so inmates without personal electronics will have an opportunity to utilize the dayroom television.

4. Closed captioning is required to be on the television at all times.

G. Mail Delivery

On each mail delivery day, the individuals who received mail will have their names checked off the mail list. The list will be posted on each wing's bulletin board. Mail will be handed to the addressee only. Inmate mail will be distributed after 4:00 p.m. except during medication delivery time, and may be received until the dayroom closes.

H. Telephone Usage

1. Telephone use is a privilege. Inmate telephone service is provided on each housing unit.
2. Each wing has four (4) phones for general use and attorney calls.
3. Inmates may use the phones only on the wing during dayroom hours, and will sit while using the phone.
4. Calls must be made "collect" and last a maximum of 20 minutes. Inmates must wait 20 minutes before attempting another call.
5. Failure to end the call within the allotted time period, leaving phones dangling and/or off- the-hook, or sharing of phone calls may lead to a Conduct Report and loss of telephone privileges.
6. All telephone calls except approved and authorized attorney calls will be monitored and recorded.
7. Special calls, such as: regarding a seriously ill family member, etc., may be permitted with approval from an inmate's Social Worker or Unit Supervisor. When making a request, as much information as possible must be provided (such as the name of the hospital), since verification is necessary. All calls will be collect or a disbursement request will be completed and the call amount will be deducted from the inmate's account.
8. Telephone messages or incoming calls for inmates are not allowed. In the event of an emergency, a caller will be referred to the Unit Supervisor or Social Worker of the assigned housing unit. After the emergency has been verified, messages will be conveyed to the appropriate inmate.
9. Business, toll free (800, 888, 877, 866, etc.), or 900 numbers are not allowed.
10. For problems with the phone, see the memo posted on the wing bulletin board.
11. Inmates will be allowed a phone call to an immediate family member also incarcerated within a Wisconsin Correctional Institution once every three months. The call will cost the inmate \$5.00 for 15 minutes and needs to be approved by the Unit Supervisor.
12. No three-way calls allowed.

I. Attorney Telephone Calls

Attorney telephone calls will be made collect using the phones in the dayroom of inmate's housing unit. Inmates must complete the Telephone Request Attorney Add/Delete (DOC-1631) form prior to making telephone calls. The form is available through the Social Worker. Upon completion, the inmate will forward to the Program Department for approval. This process may take up to 45 days.

J. Emergency Contact Form

If a visitor list does not include an emergency contact, the inmate will need to complete an Inmate Emergency Contact Information (DOC-0851) form. These forms should be obtained from and returned to the Social Worker.

K. Games

1. No gambling is permitted. No games are allowed, such as poker or any card game played by two or more players, in which a bet is placed on the value of their hands.
2. Card and board game playing is permitted between inmates in the dayroom at the back tables and between roommates in their assigned room. Unit games may not be taken back to individual cells or out to the courtyard. Unit games are to be used in the dayroom only. Board games are to be played as intended, completely using all parts and pieces.
3. Inmates may not join in or sit at a table to watch other inmates play. Up to four (4) inmates will be allowed per table.
4. Inmates may only take personal games to the courtyard.
5. Inmates are required to cover the table with a blanket prior to playing dominos and cards, and the blanket must be returned when play is finished.
6. No card or domino “slapping” allowed.
7. No role playing games are allowed.
8. No homemade games are allowed.
9. When playing cards, there is only one deck allowed for regular card games and two for games such as pinochle or those requiring two decks.

L. Meals

1. General
 - a. Inmates will eat at assigned times, unless directed to do otherwise by a staff member. If an inmate has an authorized absence during meal hours (institution assignment, visit, etc.), a meal will be saved and must be eaten as soon as the inmate returns to the unit. Staff will not be responsible for singling these inmates out and offering them a meal. It is the inmate’s responsibility to request a save tray before leaving the unit for a visit, etc.
 - b. Inmates are required to clean up after themselves and place all institution dishes and accessories in the proper containers at the conclusion of every meal.
 - c. A weekly meal menu is posted on the unit. Food portions are determined by the Consolidated Master Menu and may not be changed by the servery workers. All menus are subject to change due to availability of product.
 - d. No personal dishware is allowed in the dining area or servery during meal times.
 - e. Two condiments may be brought into the dining area during scheduled meals. Inmates must bring these items with them when called to the meal. No other personal food items are to be in the dining area during scheduled meals.
 - f. No washing of personal dishes or containers in the servery.
 - g. Inmates may have one piece of fresh fruit in their room, which must be consumed within 24 hours. No other food/condiments/utensils may be brought back to the cells.
 - h. Inmates are not allowed to take any servery tableware (cups, utensils, bowls, napkins, etc.) outside the dining area, or throw these items in the garbage.
 - i. The sink, hot water dispenser, ice machine area is closed 15 minutes prior to meal setup. Anticipate any needs for these items prior to these setup times.
 - j. Issues with meals should be brought to the attention of staff at the time of receipt prior to taking a seat in the dayroom.
 - k. Inmates must clear appropriate food items into compost pail.
2. Meal Procedures
 - a. Each wing on the unit will eat at separate times. Inmates are to proceed directly to the servery for the meal when their tier/wing is called. Inmates are to line up in a single line when mealtime

is announced. Do not run or push on the way to the dining area. Inmates have up to 20 minutes to be served and eat. Inmates are required to get up from the table and return to their cell as soon as they are done eating.

- b. Reserving of seats is not permitted. Inmates must remain seated during their meal. Once the inmate returns their tray and dirty dishes, they will be considered finished with the meal.
- c. Inmates are allowed to engage in an individual silent prayer prior to eating. They may make a brief religious gesture (sign) during the prayer, but there will be no group prayers or gesturing permitted.
- d. Special/modified diets are assigned to the front two rows of tables on each wing.
- e. Inmates may not take a tray and immediately dump it out.

3. Passing Food

- a. No passing of food items in the servery line or between tables.
- b. Inmates may pass or give a portion of their food to another inmate only when both are seated at the same table.

4. Beverages

- a. Milk and water will be served with each meal.
- b. During lunch and dinner meals, an inmate may take one glass of water and one glass of milk/fortified drink mix or two glasses of water.

5. The officer station is closed during meal times except for emergency situations.

M. Inmate Movement

1. General

- a. Inmates must sign out from their housing unit anytime they are leaving the confines of the wing. They must state their specific destination and time of departure. Once signed out inmates must proceed immediately to the specified destination.
- b. Inmates will not be allowed to leave early when going to inside or outside recreation; however, they may sign out up to 5 minutes early.
- c. Each inmate will sign out for himself and not sign out another inmate. All signatures must be legible and written on the next available line. Skipping spaces on the sign out sheet is not permitted. Inmates are not allowed on the recreation field, unless they have signed out to that area for their scheduled recreation activity.
- d. Inmates must go directly to the area indicated on the sign-out log unless directed by staff to another area. With the exception of indoor and outdoor recreation, inmates have up to 10 minutes to get from one area of the institution to another. Loitering is not permitted in any area of the institution.
- e. Inmates may not sign up for more than one location or activity at a time including the courtyard.
- f. Inmates must remain at an activity until its conclusion unless approved by the staff person monitoring the activity.

If an inmate is at one destination and called to another area of the institution, they should report back to their unit and sign out for the new area. If it is not possible, speak with the supervisor or officers of the area before going to another area.

2. Walking Track

- a. Talking/yelling into the courtyard or recreation areas from the track is prohibited.
- b. During outdoor recreation period, make complete circles using the walking track in a clockwise fashion inside the yellow line.

- c. The movement for all units will go the shortest distance to their destination using the paved route.
 - d. All movement other than recreation (i.e., B-Building, F-Building, Visits) will be as follows:
 - e. Unit 5 will go past Gym 2 up to the gates used to go to their destination.
 - f. Units 3 and 4 will travel the road towards K building up to the gates used to go to their destination.
 - g. Unit 1 will go past Gym 1 up to the gates used to go to their destination.
 - h. Unit 2 will travel the road towards K building up to the gates used to go to their destination.
 - i. Use the same route to and from the units.
 - j. Indoor recreation will walk in front of the units and return to their respective unit the same way they came. When outside recreation is closed take the walking track using the shortest or most direct route back to the Unit.
 - k. Walk/Run only on the circular route – no going into “dead end” areas, for any reason.
 - l. Do not pass back and forth in front of the living units or loiter in front of them.
 - m. No walking on the grass along the side of the walking track.
3. Courtyard Area
- a. Unless otherwise directed by staff, courtyards are open from:
8:00 a.m.-10:50 a.m.
12:50 p.m.- 4:20 p.m.
6:00 p.m. – 9:00 p.m.
 - b. Inmates may use the picnic tables located in front of their housing unit during designated times only. Picnic tables are placed in specific spots near the units and will not be moved for any reason, unless directed by staff to do so. Inmates must be seated at the table, with a maximum of eight (8) inmates at any table. Inmates will face the table and keep their feet on the ground, not on the table or other seats. If picnic tables are wet, an officer shall be notified and they will contact an inmate worker who will dry the tables off.
 - c. Inmates should never stand along the fence or wall of the unit while in the courtyard. Talking/yelling into recreation areas or other courtyards is prohibited. There is no standing or loitering in the picnic table area. If all the tables are filled, inmates will have to go back into the unit until space is available. Graffiti or other damage to the picnic tables will result in the table being removed for repairs and not replaced until repairs are complete.
4. Allowable Courtyard Property
- a. Drawing, sketching, coloring, harmonica, or guitar playing are the only hobby activities allowed in the courtyard.
 - b. Magazines, books (personal and state owned) and schoolwork are permitted.
 - c. Braiding of hair is allowed in the courtyards, as long as the inmate whose hair is being braided is seated. The inmate doing the braiding will be allowed to stand directly behind the inmate whose hair he is braiding. Only one comb/pic and hair tie is allowed.
 - d. Shirts may be taken off while in the courtyard, but inmates must wear their ID's properly. Shirts will be put back on when leaving the courtyard area.
 - e. One personal beverage cup is allowed; i.e. pitchers, soda cans, etc, are not allowed in the courtyards.
 - f. Only personal games are allowed in the courtyard. Game blankets may be used.

N. Room Standards

1. General Rules

- a. Whether inmates are inside or outside their room, the door must be secured.

- b. Each inmate is responsible for the contents and condition of their room. They are to keep their room in a clean, orderly condition. If inmates discover anything wrong in the room or its contents, report the problem to the officer or sergeant within one hour of moving into the room. Failure to report room problems within one hour of moving in may result in restitution of related costs for parts and repairs.
 - c. An antenna and radio may be placed in the large window of the cell. No other items may be placed in any windows, including the cell door window.
 - d. Inmates using the toilet may indicate this by sliding their door tag out of the door tag holder 2 to 3 inches. For the safety and the security of the institution, staff are authorized to look into the cell at any time, including when the door tag indicates the toilet is being used. Inmates are not allowed to put anything in their cell door window even when using the toilet. For privacy, a towel may be placed across the inmate's lap while using the toilet facilities.
 - e. No item is allowed to be placed in a position that would obstruct supervision.
 - f. Sheets, towels, blankets, papers, or other articles may be hung on provided hooks.
 - g. Tape, tacks, glue, etc., may not be used to attach anything to the interior of the room (for example, on walls, the ceiling, the door, furniture, or fixtures). Tape may be used to attach items to designated areas only. The designated area is the wall above the desk, to the bottom of the shelves.
 - h. Inmates are not allowed to block the space under the cell door. Covering of vents is not allowed and will negatively affect the airflow and heating system.
 - i. Do not put any paper, tape or other items into the locking mechanism or the doorframe.
 - j. There are to be no homemade bookcases or shelves made in the rooms.
 - k. Prior to permanently leaving the room, inmates must clean and sanitize it. When an inmate moves to another housing unit, they will take all personal belongings and handbook. Room keys will be turned in to the officers' station. Any noticeable key damage may result in having to pay for a new key to be made. Inspect the key upon receipt; report damage/defects immediately. Pillows, mattresses, and wastebaskets must remain in the room.
2. Cleanliness
- a. Even though the unit employs inmate custodians, all inmates are responsible for keeping the unit clean. Cleanliness is a major priority in the institution and on the housing units. In order to maintain standards on the units, any inmate may be assigned to complete a cleaning task.
3. Housekeeping
- a. General housekeeping on the units and specifically in the rooms is very important.
 - b. General cleaning supplies will be available to inmates during open dayroom hours. No misuse or over-use will be allowed of any cleaning supplies.
 - c. The unit janitor closet will remain locked. Staff will allow access to the janitor's closet to authorized inmates only.
 - d. Inmates are not to keep any unit cleaning supplies in their cells unless they are actively using them during open dayroom hours.
 - e. Deposit items that can be recycled (aluminum, paper, and newspaper) in bins located in the dayrooms. Baby powder and prayer oil are not to be used as an air freshener.
- 1). The following is a list of daily housekeeping expectations for each inmate:
- (i) Sweep the room.
 - (ii) Empty the wastebasket.
 - (iii) Hang or fold clothing and towels neatly. Place all clothing and towels not in use in a storage area.
 - (iv) Dust all surfaces, including any electronics (fans, clippers, etc.) also in the rooms, which gather dust, dirt or hair.
 - (v) Clean fixtures (toilet, sink, mirror, lights, and hooks).

- (vi) Make the bed.
 - (vii) Clean door, windows and walls if needed.
 - (viii) Rugs – must be cleaned off along the recreation field, by shaking them. This stops dirt from floating onto inmates participating in Courtyard activities.
4. Room Inspections
- a. Staff will periodically inspect inmate living quarters to determine if rooms are maintained to the expected standards to include property amounts. Room inspections are random and may occur at any time during the week. Each room will be inspected at least once a week. Random room inspections are not to be confused with room searches.
 - b. Beds must be made properly by 7:30 a.m. on weekdays and by the 12:25 p.m. count on Saturdays, Sundays and holidays. Beds must remain properly made until 9:15 p.m.
 - c. Inmates wishing to nap or rest on their beds after they are made for the day can do so by lying on the top of their covers (unless on sick cell). Inmates are to straighten out their bed covering once they get back up.
 - d. One blanket may be kept folded at the foot of the bed and used as covering during times bed is to be made. The blanket is to be folded back up and placed at the foot of the bed when not being used.
5. Room Searches
- Rooms are subject to search at any time per Administrative Code. Inmates are not entitled to observe the search. Inmates may be issued a written receipt for any contraband seized from their room.

O. Name Cards

Inmates will be issued a name card that is placed in the holder on the door of the room. Changing, marking, damaging, defacing the name tag in any way is not allowed and may lead to disciplinary action.

P. Emergencies

1. Day Key/Emergency Intercom Call Button
Each individual room at SCI is equipped with a day key and a call button. Every time the door is closed, it will lock by itself. Remember to take the room key when leaving the room. To unlock the door from the inside, push the day key call button. At night, the day key will be disabled and pushing the button will only activate an emergency intercom in the room. Use the emergency intercom call button at night for emergencies only.
2. Whenever emergencies arise, such as severe weather, observe the following guidelines:
 - a. Tornadoes
 - 1). When a “Warning” is announced by Control, inmates on the units will return to their rooms and sit on the floor away from the windows, protect their heads, and an emergency count will be taken. All inmates will remain in the designated areas unless otherwise directed by staff.
 - 2). Staff in program and work areas will direct inmates on where to go during the emergency. Stay as far away from exterior windows and doors as possible. Tornado drills will be conducted on a regular basis.
 - b. Fire
 - 1). It is an inmate’s obligation to be aware of the proper fire drill procedures, which are posted in each building. Follow the direction of the staff member in charge.
 - 2). Fire drills will be conducted on a regular basis.

Q. Hygiene, Grooming and Hairstyles

1. Per DOC 303 personal hygiene is extremely important. Each inmate should shower often enough to preserve acceptable personal cleanliness per, to keep appearance neat, and to maintain an appropriate level of personal hair cleanliness. There are no hygiene items allowed in the courtyard.
2. Fingernails must be kept trimmed and not exceed the end of the finger.
3. Earrings, rings, or other materials affixed to holes pierced in the skin are not permitted.
4. Married inmates will be allowed to wear their wedding rings, provided they are able to verify the marriage.
5. Tattooing and body piercing is not permitted.
6. Toothbrush and toothpaste will be issued on a one for one exchange basis. One bar of soap and two rolls of toilet paper will be issued per week on a specific day designated by each unit. To encourage independence and maturity, it is suggested that each inmate purchase toothpaste, toothbrush, and soap through canteen.
7. Curlers, perm rods, and other hair care products may only be worn in the inmate's cells.
8. Curling, greasing, scalp treatments, perms, or other hair styling can only be done in the rooms or designated areas with staff permission.
9. Use of hair care devices such as pins, barrettes, rubber bands, and other non-authorized items is not allowed. This includes items such as string, clips, laces, ribbon, etc. Only approved hair ties are authorized for those inmates with shoulder length or longer hair. Hair ties are not authorized for use on facial hair. Hair ties are not to be used as an accessory and are for hair purposes only.
10. Inmates will be permitted freedom in personal grooming as long as their appearance does not conflict with the institution's requirements for safety, identification, and hygiene.
11. All inmates are expected to maintain an appropriate level of personal hair cleanliness. The medical staff may authorize cutting an inmate's hair when there is evidence of unsanitary care to warrant such action.
12. Two noticeable lengths of hair will not be permitted. The hair on the top of the head must taper into the shorter hair on the sides and back of head. No distinction between the tapering should be noticeable. Long hair is permitted as long as it does not present a security, safety, or health hazard.
13. Tiffs, "rattails", mohawks, punk, and cuts displaying any affiliation with disruptive groups are not allowed. Fades are allowed if gradually tapered, with no distinct lines noticeable.
14. Only one part or line is permitted and must be on the top of the head and must be in a straight line. No parts or lines are permitted on the sides of the head, as this becomes a design and is not permitted.
15. If the top of the head is shaved, the whole head must be shaved. Hair may not be shaved above the ears unless the entire head is shaved. An inmate may maintain his own shaved head on his unit. (No. 1 blade or less is considered shaving.) Designs and/or lines shaved or cut into hair are not allowed. Tails are not permitted with a shaved head. This does not include beards or mustaches.
16. One tail and/or ponytail is permitted and must be centered in the back of the head or at the base of the neck and must be in the taper of the cut. Only one hair tie shall be used.
17. Braids: Cornrows are permitted in straight lines only. Braids in inmates' hair must be straight from front to back or side to side of the head only. Box braids and platts are allowed in straight lines only. Tufts, zigzags and designs are not allowed. Dread locks are allowed however may be subject to search at staff discretion. Any hairstyle must be taken down upon staff orders. The number of braids cannot equal 3,5,6 or 7. Twists will be considered a braid and will need to follow braid guidelines.
18. Hairstyles that present a hygiene problem or cannot be adequately searched are not allowed. Only approved hair ties are authorized for those inmates with shoulder length hair or longer and will also be used for braids. Hair ties are not authorized for use on facial hair.
19. Dying or bleaching of hair, or assisting another inmate in changing the color of his hair is not allowed.
20. Newly received inmates who have haircuts that do not meet SCI policy will be told to see the institution barber.

21. Only the institution barber will be allowed to cut an inmate's hair, and will only be cut during specific hours on an appointment basis only.
22. New identification photographs will be required if an inmate's physical appearance changes dramatically as a result of change in hairstyle, including length of hair or facial hair.

R. Mail

1. Personal Letters, Legal Mail and UPS Deliveries must be addressed:

Inmate Name and Number
Stanley Correctional Institution
100 Corrections Drive
Stanley, WI 54768-6500

Funds:

Inmate Name and Number
P.O. Box 235
Stanley, WI 54768-0235

If the addresses listed above are not used, both the correspondence and funds will be returned at the inmate's expense.

2. All UPS deliveries will be processed through inmate property. An incorrect address may result in additional UPS charges and these will be charged to the inmate. Neither cash nor personal checks will be accepted.
3. Inmates may correspond with anyone in the free community (unless someone is expressly denied), as long as the correspondence does not violate State and Federal law or compromise institution security.
4. All outgoing inmate mail must include inmate name, number and Stanley Correctional Institution in the return address and will be stamped "This Letter Has Been Mailed From the Wisconsin Prison System" on the back of the envelope.
5. There is no limit to the number of letters sent out or received. No mail is to go out or come into the institution through other inmates, staff, visitors, or friends. All incoming and outgoing mail must be processed through the institution mailroom. LAIP staff may be allowed to hand deliver pre-approved legal mail during legal visits. Inmate-to-inmate mail sent within or between institutions must include both inmate DOC numbers and will be processed through the US Postal Service. Omissions will result in non-delivery of mail.
6. SCI staff have the authority and responsibility to inspect all outgoing inmate mail to assure compliance with DOC 309 of the Administrative Code. Outgoing mail does not have to be left open for inspection unless it is being mailed to an inmate housed at a prison, jail, or any other detention facility. Correctional staff will process all appropriate inmate mail. Any additional postage costs will be the responsibility of the inmate.
7. Outgoing mail must have postage on it. Embossed envelopes are available through SCI Canteen and through Canteen Property Vendors. If a letter is thought to be over the weight amount, a disbursement should be sent along to the mail officer. Staff will weigh the letter and attach any additional postage. Inmates must ensure that their Disbursement Request (DOC-184) form and instructions are clear and accurate. Inmates are encouraged to leave disbursements blank. Staff may complete or correct postage disbursements when an inmate fails to request the proper amount of postage due. Disbursements may be returned for non-sufficient funds. Scales on the units are for approximate weight and cost. The official scale is in the Mail Room on the postage machine.

8. Incoming and outgoing mail may be opened and inspected for contraband except as stated in DOC 309 Administrative Code. Incoming mail shall not be delivered if it contains contraband. Illegible writing may delay the mail delivery. All incoming mail and property damaged by the U.S. Postal Service or any outside vendor will be labeled as such upon receipt of the item by SCI Property Department. If a publication is received without an address label affixed, SCI Mailroom staff will label the publication with the inmate's name and number.
9. There is attorney/client privilege for inmate legal mail. In instances where the inmate needs to send a certified account statement or check from his trust account, the inmate will be directed to have these items placed in an outside envelope and have his legal papers in a sealed envelope inside.
10. Mail from the SCI Institution Complaint Examiner and/or Corrections Complaint Examiner (or ICRS) is delivered to the inmate sealed.
11. Mail from any State or Federal Court is delivered to the inmate sealed. Mail from the courts will be stamped, "Open in the presence of the inmate" and follow procedure listed below.
12. Institution staff are allowed to open mail received by an inmate from any of these parties listed below in the presence of the inmate, however, it must be stamped, "Open in the presence of the inmate."
13. Staff is allowed to inspect the document but only to the extent necessary to determine if the mail contains contraband, or when the purpose appears to be misrepresented.
14. If the mail contains an arrest record or any document of identification, staff may read the document to determine who the subject of the document is. These items must be readily identifiable as having been sent from:
 - a. An Attorney;
 - b. The Governor of Wisconsin;
 - c. Members of the Wisconsin Legislature or United States Congress;
 - d. The Secretary of the Department;
 - e. The Administrator of the Division;
 - f. The Attorney General or Assistant Attorney General of Wisconsin;
 - g. An investigative agency of the federal government;
 - h. The clerk or judge of any State or Federal Court;
 - i. The President of the United States.
15. All mail not falling under the above categories will be opened and inspected by institution mailroom staff.
16. When there is reason to believe any mail poses a risk to the security of the institution, the Warden or designee may order mail opened, inspected, or monitored. Inmates must have their complete and proper name, institution number, and return address on all mail. Letters without this will not get mailed. If it cannot be determined who is sending it, the letter may be destroyed.
17. Outgoing mail will be picked up in the housing unit each day and delivered to the post office the next business day. Mail will go out daily, except Sundays and holidays.
18. Postal regulations require the address to be on one side of the letter or package only; red ink writing on envelopes and drawing on envelopes is not allowed.
19. Stamps cannot be cut off from pre-stamped envelopes and affixed to other envelopes.
20. Pre-printed stick-on return address labels are not permitted.
21. If an inmate wants to send a letter by certified mail, he must fill out a certified mail receipt provided on the housing unit. The receipt must be attached to the envelope on the front side just to the left of the return address and above the mailing address. Their name, number, and unit should appear on the side of the receipt. If the inmate wants a return receipt, one must be filled out and attached to the back of the envelope. A signed Disbursement Request (DOC-184) must be sent with the letter to the mailroom. Leave enough room in the upper right corner to affix the postage strip.

22. Please advise correspondents to be sure their letter has the correct postage. SCI does not accept postage due mail.
23. No stickers will be allowed in the institution, including on an envelope or letter.

S. Social Services

1. When an inmate needs to contact his social worker, they will send an Interview/Information Request clearly stating the concern or question. Open office hours are posted on the units and appointments will be based on availability. An inmate will need to inform his Social Worker if he is working or attending school during the times of open office hours and request an appointment time. Staff shall approve cross-unit contact.
2. If an inmate was scheduled to see Parole at their previous institution but were unable to due to transfer, they will be rescheduled and a new parole eligibility date (PED) will be determined. Once the inmate has been re-scheduled, the necessary paperwork will be issued to the appropriate Social Worker.
3. Programs
 - a. Inmates are automatically placed on the waiting list when primary programs are identified. Staff will screen for eligibility and contact inmates for an interview as their names come up on the waiting list and they are being considered for upcoming program enrollment. Enrollment into the next program is not guaranteed. Program enrollment is determined by many factors including but not limited to mandatory release date, endorsements from classification committee or parole, reading level, and COMPAS risk rating. Inmates will not be informed of their exact position on the program waiting lists, as position on the list changes as inmate population changes from week to week.
 - b. Refusal or disciplinary termination from a full-time primary program will result in being placed into VUNA status for 90 days. Inmates with a primary program need may be required to take a TABE test to determine appropriateness for enrollment. Refusing to take a TABE test arranged for program enrollment purposes is the same as refusing your program assignment.
 - c. Inmates previously refusing or terminated from CGIP, Thinking for a Change, Anger Management, or Domestic Violence programs should write to Unit 3 social workers to be placed back on the waiting list if they would like to be reconsidered for enrollment.
 - d. Questions concerning program identification, custody, and placement should be addressed to the Classification Committee during regular reviews.

II. CLOTHING

A. General Dress Code

1. State issued clothing must fit and be worn properly.
2. Only one shirt, one pair of shorts or pants, and one T-shirt or sweatshirt may be worn at a time. Shorts may be worn under trousers to and from recreation.
3. Clothing is to be worn in the manner in which it was intended.
 - a. Shoes/boots must be laced and tied at all times.
 - b. Boots and shoes must be worn with the foot entirely in the shoe.
 - c. Shoes with straps will have the straps fastened appropriately.
 - d. Pants must be worn on the waistline, not below or above it.
4. For safety reasons, shower shoes may not be worn unless going to or from the showers, or inside the inmate's room.
5. Thermal pants or sweat pants may not be worn under shorts.
6. An iron may be used to press clothing seam to seam only. No patterns or designs may be ironed into clothing.

7. Inmates are required to wear their state issued clothing when going to J, B, K, F, or M Building for any reason (excluding undergarments). A state issued green overshirt must be worn anytime an inmate is going to F or B buildings for any reason. For all other buildings, a state issued t-shirt is sufficient. Inmates that work in the kitchen or unit servery are allowed to wear their state-issued kitchen clothing (whites) instead of their greens when they are coming from or returning to work status. Personal clothing is only allowed to be worn as an outer layer while on the Housing Units and for Recreation.
8. Shoes
 - a. State issued footwear must be worn as defined in area rules.
 - b. State issued footwear must be worn to visits and HSU.
9. Shirts
 - a. Inmates must wear a shirt at all times, excluding the courtyards and outdoor recreation areas. Sleeveless attire can be worn in rooms, in the courtyard, or at recreation, but may no longer be purchased as a new item.
 - b. Thermal winter shirts must be worn as undergarments only.
 - c. State issued clothing is required for any building/appointments other than recreation or on the housing unit.
10. Winter Coats

Inmates will be allowed to keep their winter coats in their cells. Winter coats are not allowed to be worn from June 1st - August 31st.
11. Head Apparel
 - a. Clear plastic cosmetic caps can be worn in the rooms or in the shower.
 - b. "Skull Caps" are allowed but may be worn only in the rooms.
 - c. Food service inmates will be allowed to wear hairnets outside the housing unit while performing their job duties.
 - d. Winter hats, personal or state issued, may not be worn between June 1st and August 31st.
12. Hats may not be worn inside any state building except as approved above, or inmate workers while on duty. Nothing else may be on or around inmate's head, i.e., towel used as scarf, or a shirt covering the head.

B. Personal Laundry

1. Inmates must purchase laundry cards to wash personal laundry. Laundry cards are ordered on the canteen order form and will be issued with your regular canteen order.
2. Personal clothing will be laundered on the unit utilizing the unit laundry worker system. Inmates must sign up with the unit officer one day in advance. All personal clothing must be inventoried at the officers station between 6:10 a.m. and 6:20 a.m. Personal clothing will then be washed and returned.
3. No state clothing will be washed with personal laundry. Follow the state issued laundry process for state clothing.

C. State Issued Laundry Process

1. A time will be established on each housing unit during which inmates may turn in dirty laundry to the unit laundry worker. (See unit bulletin boards for laundry turn-in days). Laundry worker will verify items the inmate is turning in to be laundered.
2. Socks are to be unrolled and the sheets unknotted before they are turned in.
3. One for one exchange of sheets, pillowcases, and blankets will be done by the unit laundry worker.
4. Institution blankets will be exchanged every five weeks. An announcement will be made the day of this exchange.

5. Inmates are not allowed to possess state issued clothing in excess of the amounts shown in the chart below, unless approved for work assignment:

T-Shirt	3	Towel	2
Green Shirt	3	Washcloth	2
Green Pants	3	Sheet	2
Underwear	3	Blanket	2
Socks	3	Pillow Case	1
Thermal Top	1	Thermal Bottom	1

6. Items to be Repaired or Replaced
- Any inmate with items that are damaged should immediately report it to designated staff who will authorize an exchange of items if applicable. The items will be replaced or repaired and returned in the laundry cart.
 - Any requests for size changes will be reported to designated staff. The new size items will be returned from the Main Laundry in the laundry cart.
 - The Laundry Officer will keep a record of all exchanges to ensure all damaged items are exchanged and returned. It is at the discretion of the designated staff determine what is to be replaced and what was deliberately damaged. Inmates are responsible to maintain the amount of clothing issued to them.
 - Requests for replacement of state boots are to be submitted to the Unit Supervisor.
7. Transfer to New Unit
- When inmates go from one housing unit to another, they are to take their sheets, blanket, pillowcase, and any items included in an HSU restriction with them. If they sent clothing or linens to the laundry, it is their responsibility to notify the Sergeant of the unit they are leaving to have their clothing forwarded to them. Inmates must change the colored dot on clothing as designated by the unit color.
8. Transferring Out of the Institution
- If inmates are being transferred out of the institution, turn in all state issued clothing and linens to the Officer. If inmates do not have the full amount of clothing issued to them, the laundry will fill out a disbursement request for the dollar value of the clothing they failed to return. If clothing or linens is turned in to the unit laundry, the Officer will instruct them to return the laundry by 8:00 a.m. on the morning they are scheduled to transfer out. If they don't return the remainder of their state issued clothing, they will be charged the cost of the missing items.

III. FINANCIAL TRANSACTIONS/INMATE WORK/PAY/DISBURSEMENTS

A. Inmate Disbursement Requests

Verify and Approve Inmate Disbursement (DOC-184)

	Officer		Other Staff		Signature Required
	Verify inmate identity	Approve DOC-184	Verify inmate identity	Approve DOC-184	
SUBJECT					
For personal property being purchased \$74.99 and under (other than religious, education, hobby or recreation).	x	x	x	x	Officer, Sergeant, or Social Worker

Disbursements \$75.00 and over for personal property.	x		x	x	Unit Supervisor
Disbursements \$24.99 and under to a close family member.	x		x	x	Social Worker
Disbursements \$25.00 and over to a close family member.	x		x	x	Unit Supervisor
Request to utilize release account funds.	x		x		Unit Supervisor
Requests to pay a bill.	x		x	x	Unit Supervisor
Requests to donate money to institution, person, agency, charity or church.	x		x	x	Unit Supervisor
Hobby or Recreation items.	x			x	Hobby or Recreation Leader
Religious Items.			x	x	Chaplain
UPS or Postage.	x			x	Mailroom
Photocopies			x	x	Specific Area Designee
Visiting room pictures.	x	x			Officer
Medical Copays.			x	x	HSU
Educational Materials (textbooks, course fees).			x	x	Education Director or designee
Key Replacement.	x	x		x	Officer attaches Work Order to Disbursement and forwards to Maintenance
Special Events.	x	x	x	x	As posted for the event

1. In most cases the officer is the first point of contact. The officer verifies identity of the inmate and forwards the Disbursement Request (DOC-184) yellow and white copies to the appropriate person or department listed above if they are not able to approve the request.
2. In the case where the inmate takes the disbursement to a Social Worker, Unit Supervisor or other staff directly, it would be the other staff's responsibility to verify identity and approve the disbursement.
3. If staff is verifying and approving the disbursement, initial in the inmate's signature box and sign in the approval box.
4. Disbursements may be denied for insufficient funds.
5. The Disbursement Request (DOC-184) must be used in all money transactions. This includes all financial transactions within the institution, requests to order merchandise from outside the institution, and to send money to private individuals. In certain instances, inmates may not receive copies of the disbursement.
6. All disbursement requests must be filled out completely and must have the appropriate approvals in order to be processed. Incomplete or unapproved requests will be returned.
7. No transaction will be allowed involving a time payment plan. Full payment is required before an order is placed.
8. No transactions will be permitted to utilize funds to purchase a personal ad in a publication or personal website.
9. All requests for purchase of merchandise from an outside vendor must include the following information:

- a. Completed order form or a letter detailing the items to be purchased.
 - b. Correct amount of payment including taxes and shipping costs.
 - c. Complete name and address of the vendor.
 - d. Correct shipping address and a stamped envelope.
10. Disbursement Requests for expenditures related to authorized institution program activities should be submitted to the appropriate staff program coordinator for processing.
 11. Disbursement requests relating to Health Services require completion of a Health Services Request Form.
 12. All other disbursement requests are to be submitted to any Staff. Staff will verify, sign the request. The original disbursement will not be given back to the inmate once staff signs it. The disbursement and all other paperwork will be placed in the unit mailbox. Disbursement requests not approved will be returned to the inmate, who will have to re-submit it.
 13. Release account funds are to be used in accordance with DAI policies. Work Release funds cannot be used at SCI.
 14. Inmate tax forms must be requested from the Security Office.

B. Mail Order Purchases

1. All mail order forms must include the following information:
 - a. Inmate name, number, and shipping address.
 - b. A pre-paid addressed envelope, signature, and date. Exception is orders to Canteen Property Vendors which do not require a pre-paid envelope.
 - c. Inmates must have sufficient funds in their account or it will not be processed and it will be sent back. No loans will be given.
 - d. If inmates have an error in their addition, the disbursement will not be processed and they will receive it back. Shipping will coincide with the canteen property vendor/hobby vendor. Please read this carefully. The total merchandise and shipping and handling are added together before figuring the tax. Please make sure to include this on the order form and disbursement request.
 - e. When ordering items packaged as a unit, like socks, each pack is 1. (EXAMPLE: One pack of 6 pair of socks is 1, not 6).
 - f. Mail order forms are from all over the United States. Carefully check the area marked TAX. Many of the orders say, MD residents only or CA residents only, add ___% sales tax. These are for Maryland and California residents only. All inmates at SCI are residents of WI (Wisconsin). Some companies include tax in their prices, which would be noted on the order form. The sales tax for SCI is 5.5%; 5% for WI state tax and 0.5% for Chippewa County.

PLEASE NOTE: All mail order checks are signed and sent out within 10 days of receipt in the Business Office. Allow enough time for date-sensitive purchases or requests.

C. Inmate Payroll

1. The SCI Pay Committee determines the rate of pay for any inmate assignment.
2. Inmates who are classified as voluntarily unassigned (VUNA) due to their refusal of any work, education, or program assignment, or as a result of a major conduct report or minor work related conduct report that results in termination from work shall not be compensated for 90 days. After 90 days in VUNA status, if the inmate requests a full time work or program assignment and the assignment is unavailable, they may be reassigned to involuntary unassigned status. Inmates serving a disposition are not available to begin their 90 days VUNA due to their disciplinary status. The 90 days VUNA shall begin the date their disciplinary status ends.
3. Bi-weekly payroll statements will indicate wages placed in the inmate's account. It is the inmate's responsibility to keep track of account balances between statements. Any pay discrepancies should

first be discussed with the work/school supervisor or Unit Supervisor if unassigned. References to account balances should be addressed to the Business Office. Requests should include specific amounts in disagreement, and reason the inmate believes an error has been made.

4. Payroll periods will be bi-weekly. Payroll will be posted by the Friday following the close of a pay period. Any questions regarding rate of pay, hours worked, or amount paid are to be directed to an inmate's work supervisor. If a correction is to be made, it must be approved and submitted by the work supervisor.

D. Release Fund/Clothing

1. SCI implements the Department of Corrections Release Fund procedures as per the Administrative Code 309.466.
2. Release Clothing
 - a. Inmates may purchase release clothing, coat and shoes. The total limit is \$150.00 (including shipping & handling) for release clothing, regardless of the account from which the funds are taken. Release clothing cannot be ordered any sooner than 90 days prior to the release date. Inmates with personal clothing will only be allowed to purchase items not already on their current property list. The Unit Supervisor will determine discrepancies as well as sign all disbursement requests for release clothing. Release clothing disbursement requests should be sent to the Business Office as one request or packet (even if from multiple vendors) so the value can be monitored.

E. Inmate Account Deductions

1. Inmates may make deposits from their general account and/or segregated account to an interest bearing account established in the inmate's name at US Bank. Any interest accrued shall be credited to the individual inmate's savings account. There is \$50 needed to initially open a savings account. Deposits and withdrawals of at least \$20 can be made once during the month, at any time. Use the Disbursement Request (DOC-184) for all savings account transactions.
2. Withdrawals can be made once per month. To withdraw money, a disbursement request must be submitted to Inmate Accounts. Withdrawals from savings accounts need to be submitted 14 days prior to the date the money is needed. When funds are transferred after being withdrawn from the savings account at the US Bank, they will be deposited to the specific account from which they were originally withdrawn (general or release). Money from a release savings account can only be withdrawn for release purposes. When an inmate is transferred from one institution to another, arrangements to have administrative control of the savings account transferred to the receiving institution.
3. At the time an inmate is released from confinement, his savings account shall be closed out and the funds disbursed per instructions on the DOC-15 (Inmate Release Authorization Form) per agent's request and included on the closeout form. Discharged inmates shall receive their funds at the time of release. In case of unforeseen circumstances, funds are sent to the most recent address on file or agent if not sent with the inmate.
4. Savings Bonds:

Savings Bonds are not available for purchase. Existing bonds will be kept in a secure area at the institution where the inmate is incarcerated.
5. Legal Loans

Inmates who have requests for legal loans, legal supplies, or legal postage must submit an Interview/Information Request form to the Business Office for approval. If approved for a legal loan, all legal loan supplies will be issued and approved through the Business Office along with a Loan Repayment Agreement (DOC-1290) which must be signed by inmate. An Interview Information Request form must be submitted each and every time there is a request for the above

legal materials. It is the inmate's responsibility to assure sufficient lead-time for the processing of their request prior to required deadlines. All photocopies for legal loans will follow DAI guidelines.

F. Incoming Inmate Funds

1. SCI has a post office box for inmate money. The SCI Business Office will receive this money and directly credit the inmate's account. The inmate will receive a printed receipt to show the money has been credited to their account.
2. In addition, family and friends should be reminded of the following:
 - a. The inmate's name and DOC number must be legibly hand-printed or typed in the "Remit To" or "Payee" line of all cashier's checks or money orders sent. Incomplete cashier's checks or money orders will be returned to the sender at the inmate's expense.
 - b. A legible, hand-printed or typed return address, including name and complete mailing address is required on the upper left-hand corner of all envelopes sent.
 - c. No correspondence shall be sent with money.
 - d. All correspondence received at the P.O. Box 235 address will need to be returned at inmate's expense.
 - e. No money shall be sent with correspondence.
 - f. All funds received with correspondence at the 100 Corrections Drive address will need to be returned at the inmate's expense.
 - g. Western Union - Friends and family can send money via Western Union to inmates using this information:

Facility Name: Wisconsin Dept. Corrections

Account #: Inmate's DOC# and Last name

Code City: WIDOC WI

IV. CANTEEN

A. General

1. Inmates of units scheduled for canteen bi-weekly are limited to \$84.00 per order. Canteen receipts and order forms need to be kept for the last two (2) canteen periods. Inmates cannot possess consumable (edible items, i.e., food and beverage) canteen they have not purchased within the last two (2) canteen periods.
2. Inmates may not possess non-food canteen items in excess of the limits in DAI 309.20.03.
3. Items purchased at a previous institution canteen, but not sold by the SCI canteen must be used or discarded within 30 days of arrival or the items will be considered contraband.
4. No canteen is allowed in the courtyard or recreation fields.
5. No unauthorized transfers are allowed.
6. Canteen order form must be turned in to the unit officer by 8:00 p.m. the evening designated as order day. Inmates are responsible for accurately completing the Canteen order form. Inmates shall have the money available in their account when ordering, and allow for any disbursements not yet deducted from their statement. Money earned or received, but not yet posted to the account, will not be available for canteen spending. Inmates who attempt to overspend will have their entire order returned. It is the inmate's responsibility to ensure they have enough funds to cover items ordered and any applicable tax.
7. Canteen will be delivered to units on designated days. Canteen orders will be held on the unit only for inmates at work, having a visit, at a required program, at HSU or are at a Chapel activity.
8. If an inmate is packed up for transfer the day of canteen delivery, the canteen order will be returned and the funds credited back to his account.
9. It is the responsibility of each inmate to keep canteen items secured in inmate locker.

B. Verifying Canteen Orders and Discrepancies

1. Canteen orders will be distributed on the unit in the dayroom. Inmates must inspect their order at the table. The inmate signs the receipt to verify all items charged for have been received. Before leaving the table, it is inmate's responsibility to be sure the order is complete and accurate.
2. If there is a mistake in the order, point it out to the officer in charge of canteen distribution immediately before leaving the table. If there is a discrepancy verified by the officer, the discrepancy should be noted on the canteen receipt and signed. If the inmate accepts the canteen order by signing the receipt without reviewing the order, or by leaving the immediate distribution area, and later claims a mistake has been made, Canteen will not be held liable as there is no way to verify the claim after the fact.

C. Missing Canteen

1. Inmates who are unable to submit orders for their regularly scheduled canteen day, due to being OWO/OCO, will have the opportunity to request a make up order upon their return by talking to the assigned Unit Supervisor.
2. When inmates are out of the institution or in Temporary Lockup (TLU) when canteen orders are distributed on the housing unit, the entire order will be returned to the Canteen and their accounts will be credited. Inmates returning from RSHU will have to wait to order canteen until the next scheduled canteen day. Inmates being released from TLU non punitively back to the general population will be allowed to submit their canteen orders to the Unit Supervisor upon their return.

D. Canteen Catalog

1. Inmates and inmates' family members must order all allowable property through the DOC approved vendor catalogs.

V. VISITS

A. Visiting Hours

1. Indoor Visits

The visiting week begins on Thursday and ends on Tuesday.

Visiting hours:

Monday 2:30 p.m. to 8:30 p.m.

Tuesday 2:30 p.m. to 8:30 p.m.

Wednesday NO VISITS

Thursday 2:30 p.m. to 8:30 p.m.

Friday 2:30 p.m. to 8:30 p.m.

(No visits processed after 7:30 p.m.)

Saturday 8:00 a.m. to 3:30 p.m.

Sunday 8:00 a.m. to 3:30 p.m.

Holidays 8:00 a.m. to 3:30 p.m.

(No visits processed after 2:30 p.m.)

NOTE: Visitors will not be admitted after 7:30 p.m. on weekdays and 2:30 p.m. on Saturday, Sunday, or Holidays.

2. Outside Visits

Visiting hours:

Monday 3:00 PM – 7:00PM

Tuesday	3:00 PM – 7:00PM
Wednesday	NO VISITS
Thursday	3:00 PM – 7:00PM
Friday	3:00 PM – 7:00PM
Saturday	8:30 AM – 3:00 PM
Sunday	8:30 AM – 3:00 PM
Holidays	8:30 AM – 3:00 PM

NOTE: In general, outside visits will open from May 1st to September 30th depending on weather and institutional needs. Outside visits may be cancelled at any time due to institutional needs.

B. Holidays- New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

1. Inmates are allowed three visits per week, the week running Thursday to Tuesday, one visit per day and one visit per weekend. Should a holiday be connected to a weekend, that holiday day is considered part of the weekend and only one visit is allowed for the three-day weekend. If the holiday falls on Sunday, then Monday will be observed as the holiday with holiday hours. The Friday after Thanksgiving will follow the holiday visitation hours and time, but not count against weekend visitation. There are no extended visits allowed on holidays.
2. Weekday visits are limited to three hours in length. Visits on Saturday, Sunday, and holidays are limited to two hours in length.

C. Visitor Guide

1. **General Rules-** Please refer to the SCI visitors guide for additional information and rules of conduct during visits.
 - a. A visit may be ended early due to overcrowding.
 - b. All visitors must be on the inmate's approved visitor list. This includes all children/infants.
 - c. Inmates will be pat searched on arrival, and strip searched when leaving the visiting room. When entering and leaving the visiting room, report to the officer at the desk to check in and to check out.
 - d. Inmates will use the designated inmate restroom. This restroom can only be used during an inmate's visit, and inmates will be pat or strip searched before using the restroom.
 - e. Inmates may only bring the following items to the visiting room:
 - 1). Room key.
 - 2). Wedding band (no watches or other jewelry are permitted in the visiting room).
 - 3). Coat/jacket/hat/gloves (during inclement and cold weather).
 - 4). One comb. Must be used in the inmate waiting area prior to the start of the visit.
 - 5). Items not allowed will be returned by the inmate prior to the visit.
 - 6). Inmates are required to wear state issued greens and state boots/shoes (including HSU approved footwear) for visits.
 - f. Offenders on a general population visit in the Visiting Room will be able to have pictures taken. Refer to the visitors guide for specific information.
2. **Special or Extended Visits-** Stanley Correctional Institution will make it possible for inmates to have visits by those who are not on their approved visiting list and extend visits under appropriate circumstances. SCI will attempt to maximize the utilization of the visiting room within its inherent space-to-population space limitations.
 - a. Inmates need to submit a Interview/Information Request (DOC-761) to their Social Worker at least seven days in advance of the proposed extended visit. The name, address and date of birth

of the visitor(s) must be included on this form along with the rationale for the Special and/or Extended Visit. Visitors traveling an extensive distance can be considered for extended visitation.

- b. The Warden/Designee shall make a decision on the approval or disapproval of the proposed visit based upon the information provided. The nature of the inmate's offense, treatment and inmate population status may impact upon the decision. Special stipulations regarding the visit should be noted on the Special / Extended Visit (DOC-1115) form.

D. Visiting Lists

1. If inmates had a current visiting list from another Wisconsin DOC institution, it will be used at this institution. Inmates will not need to resubmit visiting questionnaires.
2. Inmates will be allowed to designate 12 adult visitors on their visiting list per DAI Policy. Once a proposed visitor has been denied or approved, changes specific to this visitor will not be allowed for six months, per individual visitor.
3. If an inmate is requesting to have a visitor placed on his visiting list, he will need to mail a Visitor Questionnaire (DOC-21AA) form directly to the proposed visitor for him/her to complete.
4. If the inmate is requesting to make a change to their current visiting list, they must complete the Visitor Information Change (DOC-884) and submit the form to the Social Worker or Programs Department.
5. Upon the proposed visitor being approved or denied, the inmate will receive a copy of his visiting list. Visitors are not approved until the offender receives a revised visitor list with the name(s) on it.
6. Any visitor who has a medical condition that will prevent them from successfully passing the metal detector must complete the Visitor Requesting Accommodation Form (DOC-2424). The form must be approved by Security and the visitor will be notified prior to their entrance into the institution.

VI. PROGRAM SERVICES

- A. Recreation- Staff may use discretion to change/implement any rule or game regulations based upon security needs and may use their discretion to stop any inappropriate activity.

1. Inside Recreation

- a. All inmates are required to sign in on arrival and out when leaving the gyms.
- b. All inmates must be in complete gym attire in the gymnasium area.
 - 1). State boots/shoes must be worn to the gym and personal tennis shoes will be hand carried to the recreation area and worn upon arriving at the gym.
 - 2). State tennis shoes will only be provided if the inmate does not own a pair of personal tennis shoes.
 - 3). Coats, hats, and gloves (except weightlifting gloves) must be removed during inside recreation.
- c. All inmates attending recreation must be active participants. Only approved spectators will be allowed to sit on the bleachers for organized recreation activities, i.e., volleyball, basketball, handball. Approved spectators must immediately leave the gym after the organized game has finished.
- d. Inmates attending inside recreation will not be allowed to leave until the recreation period has ended unless they receive permission from the gym officer. If this is approved, inmates must return directly to their unit. Once they leave they will not be allowed to return to the gym.
- e. Inmates with scheduled appointments, work, or school must return to the unit before going to these activities.
- f. No inmate or inmates will monopolize the court areas or weight area.
- g. No dunking of balls or climbing on nets, rims, or backboard support systems will be allowed.
- h. No abusing recreational equipment.
- i. No horseplay, shadow boxing, or sparring is permitted.

- j. Running is only allowed during recreation or period or approved recreational activity.
 - k. No gum allowed in the gyms.
 - l. No spitting, loud noise, foul or abusive language will be tolerated.
 - m. No food or drink will be permitted into the gyms.
 - n. No dropping weights.
 - o. No inmates are permitted to enter any staff office without staff permission and under staff supervision.
 - p. All recreation equipment must be signed out and returned by the inmate signing for it.
 - q. Only half-court basketball is allowed with up to eight players (four on each team).
 - r. Head coverings are not permitted in the gymnasium. Approved headbands and sweatbands are allowed.
 - s. Only inmates assigned to work in the Recreation Department will be allowed in the storage room and inmate work area.
 - t. Inmates will not be allowed to enter the gym 10 minutes after the period starts without staff approval.
 - u. No personal recreation equipment will be allowed in the inside recreation area without prior approval.
 - v. SCI will not provide recreational clothing.
 - w. No personal or state towels will be allowed in the gym.
 - x. No inside recreation equipment will be taken out of the gym.
 - y. Inmates are not allowed to lead other inmates in workout programs.
 - z. Bleachers are to be used for sitting only.
2. Outdoor Recreation/Recreation Field
- a. All recreation equipment must be signed out no later than 10 minutes after recreation begins. The inmate who signs out the equipment is the one responsible for returning it.
 - b. Basketball- Only up to 10 inmates playing basketball may be on the court. Only up to five inmates may be sitting on the bleachers while waiting for the next game. No dunking or kicking of balls, climbing on nets, rims, or backboard support systems will be allowed.
 - c. Bocce ball will be played in designated area on the recreation field as determined by staff and will be tossed underhanded only. Caution should be used to ensure people passing by the Bocce ball field are not hit with a ball. Inmates will wait until the area is clear to toss the ball. No throwing the ball across the walking track, into the bleachers, or over the backstop of the baseball diamond.
 - d. Hacky Sack - up to four inmates at a time in a designated spot on the recreation field.
 - e. Horseshoe - up to four inmates to a pit in the designated spot.
 - f. Frisbee - up to four inmates participating tossing the Frisbees, and no Frisbee football, or other Frisbee events.
 - g. Softball-all equipment must be signed out. All spectators and players waiting to play must be seated. No sliding during softball games.
 - h. Volleyball courts - up to six inmates per side and up to six inmates waiting on the sidelines-shoes/shirts (no shower shoes) may be taken off while playing but will be put on before returning to the unit. Inmates who wear state issued socks must wear shoes while playing.
 - i. Only allowable personal recreation equipment will be permitted on the recreation field.
 - j. No more than four in a group unless participating in a team sport.
 - k. No loitering in front of the units or center fence.
 - l. Walking/running on the track is permitted, within the yellow line on the recreation field side of paved track. No other activities allowed.
 - m. No spitting on walkways.
 - n. Loud noise, foul or abusive language will not be tolerated.

- o. Talking/yelling from walking track into recreation areas or courtyards is prohibited.
 - p. No sunbathing on the recreation field.
 - q. Shoes must be worn at all times during recreation, except as indicated above (i.e. volleyball).
 - r. Personal inmate water containers are allowed on the recreation field. Pitchers are not allowed.
 - s. Workout stations will be limited to two inmates per station. Push-ups and sit-ups can be done in the grassed areas of the recreation field next to the workout stations. Parallel bars may not be used for pushups. The workout stations may only be used as intended.
 - t. Group calisthenics are only allowed during approved programs.
 - u. Only sprints, lunges, squats, bear crawls, and jumping jacks are allowed in the designated area determined by staff on the recreation field.
 - v. Inmates are not allowed to lead other inmates in workout programs.
3. Barber Shop
- a. Barbershop services will be offered to inmates every 30 days by appointment only. To make an appointment, inmates must complete an interview request to the gym officer. Inmates need to report at their scheduled time.
 - b. Barbershop services are limited to haircuts and neck trimmings. The barbershop will not trim or cut any facial hair.
 - c. Inmate's hair must be clean and free of all hair grease. Inmates reporting with dirty hair will be dismissed and will not be allowed to reschedule for 30 days.
 - d. The barber is the only inmate allowed to use the barber shop equipment.
 - e. Inmates cannot ask for, receive, offer, or barter for any form of payment regarding barber services.
 - f. The recreation officer will determine the appropriateness of haircuts before the inmate leaves the area. Questionable hairstyles will be reviewed by a designated Supervisor.
 - g. Inmates must leave the gym upon completion of their haircut if it is not their scheduled recreation period.
4. Music Room
- a. No food or drink in the music room.
 - b. Scheduling for the music room is done using an information request addressed to Rec. Leader – Music Schedule. Requests are due by the second Thursday of the posted music schedule. An inmate's name may appear two times on the posted schedule. Max of five participants per session. Only those inmates on the posted schedule will be allowed in the music room. Inmates who do not show up for their scheduled group time and participate in the session will forfeit their opportunity to be on the next scheduling period. If there is a reason, i.e., school, HSU, OWO, OCO, or work, inmates need to send an information request to the Rec. Leader with the reason before the next scheduling period.
 - c. Groups need to leave the music room when their scheduled time is over. Groups not following this will forfeit their music room privileges for a set period of time.
 - d. Inmates using the music room shall read and sign a copy of the Music Room Rules.
 - e. Inmates need to use the state equipment appropriately. Misuse of any equipment will result in loss of music room privileges and possible restitution for damages. Inmates will sign out each piece of equipment they use. A signed waiver to use the state equipment will be on file for an inmate to be eligible to use the equipment.
 - f. Inmates need to follow the posted diagrams and information regarding the equipment. If not followed, inmates may lose their music room privilege for a set period.
 - g. Inmates signed out to the music room are to be an active participant in the music room, not participating in other gym activities.
 - h. Drum machines, keyboards, and mics are not to be plugged into the amps.

B. Hobby

1. General

- a. Hobbies are leisure time craft activities in which inmates are involved in their housing unit or the Hobby Room 1001 in B-Building. These activities are not to be used as an inmate business enterprise.
- b. Inmates are allowed a total of two hobbies. Each musical instrument is considered a hobby. Inmates must register with designated staff to participate in the following hobbies: music (acoustic guitar, harmonica, and keyboard) and/or model making, beading, cross stitching, latch hooking, yarn, and drawing/painting.
- c. Hobby transactions can be conducted through an Interview/Information Request to the Recreation Department. You will be scheduled for an appointment.
- d. A Recreation Leader must approve all hobby and music purchases before ordering. All orders for hobby materials and supplies must come from approved vendors. If the material is not available on the approved vendors catalog, a recreation leader must approve the purchase authorizing the inmate to order from another vendor. A completed disbursement, addressed and stamped envelope, and order form must be available at the time of the purchase.
- e. The inmate is responsible to remain in property compliance. If the order received is not within property compliance it will be sent out or disposed of at the inmate's expense. Orders received without prior approval will be returned to the vendor at the inmate's expense.
- f. All hobby materials must fit in a container no larger than 14" x 14" x 14" with the exception of one oversized item. Projects that do not fit into the allowable storage box will be considered the one allowable oversized project.

2. Completed Hobby/Arts and Crafts Items

- a. Items made in Hobby will not be allowed to become part of any inmate's personal property in the institution. All completed items must be sent out of the institution within 30 days either through mail/UPS, on a visit, or put in the display case for sale, or destroyed. A shipping label must be filled out prior to the item being sent out. Completed items that have been sent out may not be returned to the institution.
- b. Sales of hobby items shall not be permitted by consignment.

C. Religious Services

1. General

- a. Chaplains are available to coordinate and assist inmates toward spiritual growth and development. Support is provided on an individual as well as group basis to aid in adjustment to institutional life and spiritual transformation.
- b. Inmates may request to see a Chaplain by sending an Interview/Information Request to the Chapel. A Chaplain can also arrange pastoral visits with an inmate's recognized spiritual leader.
- c. Religious services and study groups recognized by Wisconsin DOC are provided for inmates based on their approved their faith group. Contact the Chapel for approved and available groups. In addition to regular worship and study times, religious celebrations are allowed during religious holidays.
- d. Special seminars are also occasionally scheduled. Participation in special programs is possible with prior approval from a Chaplain.
- e. Inmates are not allowed to lead Chapel services or studies
- f. Physical contact is limited to handshakes only.
- g. There may be non-religious support programs offered based on inmate needs.
- h. Inmates attending religious services, not studies, are excused from work, school, or programs. It is the inmate's responsibility to follow guidelines of work, school, and program rules (i.e. how

many classes can be missed, etc., when choosing to attend services). It is the inmate's responsibility to notify their teacher or supervisor of upcoming services.

2. **Religious & Recovery Library & Media Center**
 - a. Each housing unit will have weekly opportunities for inmates to use the Chapel Library. This is separate from the institution general library. Inmates may also use the Chapel Media Center during certain hours to listen to audiotapes, CDs, or view DVDs or videotapes. The Chapel Media Center schedule will be posted in the Chapel area and out on the units.
 - b. Based on availability, inmates may receive up to two free greeting cards per month by sending an Information/Interview Request to the Chaplains' Office.
 - c. A selection of religious books and calendars may be available through the Chapel Department at no cost. A Property Receipt (DOC-237) form must be completed by the Chaplain.
 - d. A Religious Preference (DOC-1090) form will be required for all Chapel functions and activities excluding general services.
3. **Legal Assistance to Institutionalized Persons (LAIP)**, otherwise known as Remington Center is a program at the University of Wisconsin Law School. This program provides legal assistance and advice to inmates incarcerated in the Wisconsin State Prison System regarding family law, restorative justice, innocent project, and other legal information. Law students work with Supervising Attorneys on legal issues for inmates. There is information available in the library on how to apply for help. If Remington Center decides to proceed with assisting you after reviewing your application they will contact our department to schedule a phone call or meeting with you. Selection is not guaranteed.

VII. EDUCATIONAL SERVICES

A. Enrollment

1. Upon the inmates' arrival at SCI, the Education Department will review the education file for A&E education needs. Students with an Academic need or Academic refresher need may be required to take a TABE test to determine school placement. An education staff member will contact inmates needing a TABE. Refusing to take a TABE test is the same as refusing your school assignment.
2. Education staff maintains school wait lists and will call students for enrollment as space is available.
3. Academic school assignments are mandatory and refusal will result in being placed into VUNA status for r. Once enrolled, a minimum 60-day commitment to attend ABE, HSED, and academic refresher classes is required. Vocational programs are not mandatory. Vocational enrollment involves a commitment to complete the entire program.

B. Correspondence Courses

Correspondence course(s) must be approved by the Education Department. An outside sponsor is required. To obtain a list of list of rules, write to the guidance counselor.

C. Attendance

Students are required to attend class. Class schedules are posted for your reference. A student late for school for any reason must check in at the officer's station before reporting to class. Inmates should plan to arrive no sooner than 5 minutes prior to the start of school.

1. **Absences**
 - a. Students needing to be excused from school for legitimate health reasons will be placed on sick cell, pending HSU contact. If an inmate becomes sick while at school, school personnel will contact HSU for further instruction. Lay ins are considered an unexcused absence.
 - b. Inmates may be excused from class for the following reasons: visits, attorney visits, religious services and HSU/PSU appointments. Class will not be missed for canteen, hobby, A.A. /N.A., meetings, religious study groups, or recreational activities.

2. Tardiness

Students are expected to be in class, seated, and ready for work at the designated time for class. Tardy students must first check in at the Officer's Station before proceeding to class. Conduct reports will be issued after three documented warnings.

D. Behavior in School

1. The building where the school is located houses many services, maintaining a positive educational environment is a matter of concern for all. Quiet conduct is expected in hallways at all times.
2. Profanity will not be tolerated. Students will be expected to dress in state issued green clothing with the greens being the outer garment. Hats must be removed and jackets must be unzipped while in the building.
3. Building policies and procedures are posted in the school, Library, and each classroom.
4. Students are responsible for all school items checked out to them and will be charged for lost items including but not limited to books and calculators. This includes inmates placed in TLU or RSHU.

E. Library Service

1. General

- a. Inmates must wear State issued inmate ID when checking out materials and sign a Statement of Responsibility form. Inmates are responsible for the condition of library books when on loan, and all damage of book(s) must be reported to Library staff immediately,
- b. A total of three books may be checked out of the library for a period of 21 days. Overdue notices are sent out when library materials become overdue. When an inmate is placed in RSHU, all library materials are the inmate's responsibility
- c. Library schedules are located on the library bulletin board on each housing unit wing.
- d. A maximum of 26 inmates are allowed in the library at any given time.
- e. On each housing unit is a library sign-up sheet where inmates will have the opportunity to sign-up for the unit's scheduled library period. The sign-up is on a first come, first served basis. An inmate is only allowed to sign-up himself. Inmates will not be admitted in the library without having signed up on the unit sign-up sheet.
- f. Inmates should plan to arrive no sooner than five minutes prior to the start of the library period. Those arriving late will be sent back to the unit.
- g. The sign-up sheet from the unit must be brought to the library before any inmate is allowed into the Library.

2. Law Library

- a. The law library is in the main library. RSHU law library access is available. The main library will have typewriters, Lexis-Nexis and legal reference books available for legal use. These are available on a first come, first served basis with priority given to legal work with an approved legal deadline.
- b. Extra law library time may be granted to inmates who show written documentation of a court deadline or court appearance within 30 days. Extra law time is a privilege. Inmate requests for extra law time shall be directed to the Unit Social Worker.

3. Photocopies

- a. Library staff will screen all photocopy requests. Material determined to be inappropriate will not be processed. All requests must be accompanied with a Disbursement Request and Photocopy Request form before it is processed. Copies are \$.15 cents per copy side. No photographs will be copied. Inmates with insufficient funds for legal photocopies must apply for a legal loan through the Business Office.
- b. Photocopies must be in compliance with all copyright laws of the United States (Title 17, U.S. Code). There is a Copyright reference binder available in the library for further information.

VIII. RE-ENTRY EDUCATION OPTIONS AT SCI

A. General

1. Inmates will have the ability to volunteer for pre-release classes. Class availability and special presentations will be announced on each wing's Re-Entry bulletin board.

B. Pre-Release Portfolios

All inmates must have a Pre-Release Portfolio. If an inmate loses this portfolio, they will be charged \$3.00 for a replacement. The portfolio is intended to hold documents from various achievements while incarcerated. This portfolio should be brought with the inmate to all business meetings with staff. This would include job interviews, conduct report hearings, SW interviews, and Classification/Parole hearings, etc. The inmate should also bring his portfolio to every class attended in the Pre-Release Curriculum.

C. Wisconsin Identification Cards

DAI facilities now have the ability to assist inmates in obtaining a Wisconsin Identification Card. If an inmate cannot have a Wisconsin Driver's License, he may qualify for obtaining a State ID. Please see your social worker for additional information.

D. JobNet

Inmates will have the ability to review specific internet web pages designed for obtaining jobs in his area of release. To do this, the inmate must be within 3 months to release and have an account set up by Re-Entry staff. Any questions in regards to re-entry services may be directed to your Social Worker.

IX. PSYCHOLOGICAL SERVICES

A. General

1. Psychologists are available to work in crisis intervention or brief therapy with inmates in order to try to resolve personal issues. A green Psychological Services Request (DOC-3035B) form, submitted to "Psychological Services," is necessary to establish contact. The inmate must specify the nature of the issue they wish to discuss. If an inmate believes he is in need of immediate psychological attention, he should notify any available staff person of his condition.
2. Psychiatric Services
Inmates who need to be seen by the psychiatrist will first be seen and evaluated by the Psychological Services Department. Appropriate evaluation and recommendations for treatment can be made on the inmate's behalf to the psychiatrist.

X. HEALTH SERVICES UNIT (HSU)

A. Inmate Medications

1. Staff Controlled Medications
 - a. Housing Unit Medication Times:

Morning:	7:45 a.m. - 8:00 a.m.
Noon:	12:00 p.m. - 12:15 p.m.
Evening:	5:45 p.m. - 6:00 p.m.
Bedtime/HS:	8:30 p.m. - 8:45 p.m.
 - b. HSU Medication Distribution Times for All Oral Medications:

Morning:	6:30 a.m. start time
Noon:	11:00 a.m. start time
Evening:	3:00 p.m. start time

Bedtime/HS: 6:30 p.m. start time

- c. HSU medication times will be posted on the bulletin board.
 - d. All inmates who receive officer-controlled medications will be expected to report at the appropriate place and time posted on each housing unit to receive medications.
 - e. Inmates are not to leave the housing units for HSU medication distribution until given that direction by the housing unit officer.
 - f. Some medications are dispensed by HSU staff. If HSU staff determines the need for this to occur, inmates will be required to report to the HSU program window.
 - g. All medical accommodations or restrictions are determined by HSU.
 - h. It is the inmate's responsibility to be on time and take medications as prescribed. Inmates who refuse or do not show up for their scheduled medications three (3) days or doses in a row will be evaluated by HSU staff for appropriateness of continuation of the controlled medications. All efforts will be made by both the Security Department and HSU staff to adhere to the scheduled medication times in this institution. No special accommodations will be made to the medication scheduled time unless specifically approved by a health services professional and then only for the time that is necessary to accommodate a specific condition.
2. Distribution of Officer-Controlled Medication in HSU
 - a. At distribution time inmates will obtain a cup of clear water for swallowing oral medication. The officer will locate the inmate's medication(s) maintained in medication carts and show the card of medication to the inmate. The inmate will verify verbally to the officer that the medication(s) are his and are to be delivered at that time.
 - b. After verification, the officer, in full view of the inmate, will deliver the medication by punching the medication into a medication cup. The inmate will self-administer the medication in the manner it has been prescribed in full view of a second stand-by officer. The inmate will use the water brought with him at this time.
 - c. The officer will verify the inmate has taken the medication via visual inspection. This will be accomplished by allowing the officer to visually inspect the inside of the cheek, under the tongue, and on the roof of the mouth. The officer will also check the inside of the cup containing liquids.
 - d. Refills for uncontrolled medication or keep on person (KOP) medications are distributed by HSU staff of the pharmacy window during a.m. and p.m. times which are posted on the housing units.
 3. Medication Rules for Officer-Controlled and Uncontrolled/KOP Medications
 - a. Non-controlled medications distributed to the inmate by HSU:
 - 1). Medication blister cards, creams, and ointments will remain in the inmate's room at all times. The only exception to this will be when the inmate is told to bring them to the Health Services Unit for refills, exchange, or health service staff requests. The inmate is to start at the number 30 for the first dose of medication on a blister card and work down to the number one (1). The inmate is not required to put the date, time, and his own initials on the back of the card of uncontrolled medication.
 - b. The inmate will remove the medication only at the prescribed times. Medication may not be left loose in drawers or bags, and may not be stored in containers other than the original prescription containers. Medications stored in such a fashion are unsanitary and may result in the inmate receiving a conduct report for misuse of prescription medications or failure to maintain proper storage of prescription medications.
 - c. Using the uncontrolled medication system is a privilege. Not following the rules may result in the loss of the privilege or in a conduct report.
 4. Over the Counter Medications (Distributed by HSU OR purchased on canteen).
 - a. Over-the-counter medications are available through canteen. Whenever possible, inmates should use over-the-counter medications from the canteen to treat minor illness or injury.

- b. Each inmate may be in possession of two (2) boxes of each over-the-counter medication. Inmates found to be in excess of the stated limits may be issued a conduct report. Inmates are encouraged to read the directions for use of these medications prior to taking any of them.
 - c. Excessive use of over-the-counter medications can result in further illness or injury and should be avoided. Should an inmate use over-the-counter medications as recommended and fail to obtain relief, he should request to be seen and evaluated in the HSU.
5. Medication Refills
- a. Inmates are to request refills of medications when they reach a 7-day supply on their blister card. It is acceptable to have one full blister card of medications along with a partially filled card of medications with a 7-day supply or less of medications.
 - b. To refill medication, complete the Medication/Medical Supply Refill Request (DOC-3035C) form with name, ID number, housing unit, and date of request and fill in the medication being requested. Forward this request to HSU. Requests for medication refills are generally filled within 24 hours of receipt of the refill request—unless this has not been submitted according to “1” above.
 - c. Medication refills are not completed on Saturdays, Sundays, or legal holidays without special dispensation being granted by the Health Services Staff.
 - d. The inmate must complete inmate medication refusals in the Health Services Unit.
6. Right to Refuse Medication or Treatment
- a. All inmates who request to be seen and evaluated by HSU and later decide they no longer want to be seen will be required to come to HSU to inform the health care professional in person of their decision. The inmate may not inform the officer on the housing unit he has decided not to seek medical treatment. The inmate must report to HSU at the scheduled time and refuse the appointment in the HSU. The inmate will be asked to sign a refusal for treatment which will be entered into the inmates’ medical record.
 - b. Inmates have the right to refuse some medication/treatment without consequence.
 - c. Inmates are required to report for med pass and medical appointments to take or refuse controlled medication as prescribed.
 - d. Inmates are required to take their medications only as prescribed.
 - e. Inmates are expected to bring concerns about their medication to the attention of the Health Service Staff via a Health Service Request (DOC-3035).
 - f. Inmates who fail to notify HSU of their refusal to comply with medical restrictions, fail to report at scheduled medication distribution times, or otherwise fail to notify HSU of their refusal to engage in prescribed treatment may be in violation of DOC Administrative Code 303.63, and may receive a conduct report. (See also Right to Refuse Medical Treatment Policy.)
 - g. Inmates are encouraged to familiarize themselves with DOC Policy regarding Misuse of Prescription Medication. Inmates who are found to be “cheeking”, “palming”, or otherwise hiding or redistributing their controlled medications may have the medications discontinued, and may receive a major conduct report for misuse of medication.

B. Sick Call and Submission of Health Service Request Form (DOC-3035)

- 1. If an inmate believes he is in need of immediate medical attention, he should notify the first available staff person of his condition.
- 2. Inmates requesting non-emergency medical attention will complete a Health Service Request (HSR) with specifics of their medical condition and put it in the secure/locked box for HSR’s on the housing units before 12:30 p.m. if they want to be seen the next day on sick call.
- 3. Requests for sick call are triaged daily by HSU staff. Non-emergency inmate requests for health services will be scheduled for an appointment for sick call within a reasonable period of time from the date of the original request.

4. HSU will document the date an inmate's request for sick call was received to insure the timeliness of access to health care. Every effort will be made by HSU staff to see the inmate for sick call on the same date the request is received. Sick call takes place every day of the week starting at 8:00 a.m.
5. Inmates will be scheduled to see a nurse who may refer the inmate to an Advanced Care Practitioner as necessary.
6. When filling out an HSR, the inmate is asked to comply with the following:
 - a. Fill out only one request at a time. Be as specific as possible keeping the message short and to the point. There will be an opportunity to discuss any complaint in detail with the health care professional when called to HSU for an appointment.
 - b. Press hard on the pencil/pen to insure the information goes through to all copies.
 - c. Check the appropriate box on the Health Service request to identify what type of visit is requested.
 - d. Write inmate name, number, unit, and wing clearly so it can be easily read. Do not write out an HSR for another inmate; however, it is acceptable for an inmate to ask another inmate to assist him for the purposes of obtaining health services.
 - 1). BLUE HSU requests are for medical or optometry ("Eye") requests. They should also be used for requesting medical file reviews, or copies of medical documents. Do not combine medical requests, copy or file review requests, or medication reorders on the same form. Use separate forms for each request.
 - 2). YELLOW Health Services requests are used to request dental services only,
 - 3). GREEN requests are for PSU/Clinical Services only.
 - 4). WHITE 2-part medication reorder forms are for Medication/Medical Supply Refill Request (DOC-3035C).
 - 5). Do not use the interview request forms to communicate with health services.
7. Inmates who are scheduled to receive an HSU appointment for sick call will have their names posted in each housing unit no later than 8:00 a.m. Inmates are responsible for checking the posted HSU appointment notices daily for appointment times.
8. All prescheduled HSU appointments for areas such as X-ray, Lab, MD, Nurse Practitioner, pre-operative treatments, etc., will be posted on the housing units. This posting will include the date and time that the inmate is to report to the HSU for his appointment. If there are special instructions, an additional sheet (i.e., fasting for labs, etc.) will be sent.
9. Inmates are responsible for knowing the time inter-institutional mail is picked up on their assigned housing unit. Putting an HSU request into the mail slot after the mail has been picked up will result in a 2-day delay of the HSR actually reaching the HSU. HSR's should go in the separate locked box on the housing unit and not in the institutional mail to ensure privacy.

C. Copay Procedure (DAI Policy 316.00.01 and Appendix A)

1. All inmate-initiated contact with a health care professional will subject the inmate to a copay charge of \$7.50.
 - a. Inmates will not be refused medical services if they do not have these funds, but it will be charged to their account and any incoming funds will be used to pay this debt.
 - b. An inmate will be charged the copay whether or not the HSR (DOC-3035) is signed.
 - c. HSU staff may request inmates complete and sign a Disbursement Request (DOC-184) for the copayment charge for Health Services and Dental Services.
2. If HSU staff schedule the inmate for subsequent appointments as a result of the initial visit, that next subsequent appointment for that issue alone will not result in an additional copay.
3. HSU staff shall determine whether a copayment will be charged. Should an inmate dispute the copay, he should follow the chain of command for complaints within the Health Services Unit. If

the inmate does not receive resolution to his concerns related to the copay, he may send an HSR to the Health Services Manager, who will investigate the complaint.

4. If you were seen and treated in HSU for a specific medical condition and the treatment provided was intended to resolve or treat the issue but you request to be seen again, and it has been longer than 2 months since you were last seen, a copayment will be charged. You do not have unlimited visits for recurrent issues or chronic conditions.
5. Inmates being called to HSU to be evaluated for one of nine identified chronic illnesses will not be charged a copay for these evaluations and HSU contacts. These illnesses are:
 - a. Diabetes, hypertension, asthma, COPD, seizure disorders, HIV, hepatitis B& C, high cholesterol, seizure disorder, or appointments for adjustment of the blood thinning medication Warfarin.
6. Other visits to HSU may NOT be subject to a copay charge. These include:
 - a. Medical alert wristband requests to acquire/remove or replace wristband are not charged a copay.
 - b. Work-related injuries as determined by HSU and Work Supervisor are not charged a copay.
 - c. Health Services-initiated contacts (example, appointments made by HSU staff).
 - d. Annual vaccinations and/or TB tests, open/draining wounds or boils/infected sores will not require a copay charge.
 - e. Inmates may request an HIV test every 6 months.
 - f. Requests for evaluation of open/draining wounds.

D. Sick Cell

1. Inmates who are ill may request to be placed on "sick cell" status. A request must be put into HSU before 10:00 p.m. if the inmate wants sick cell status. Until HSU sees the inmate or officially designates inmate as on sick cell, they should remain on the Unit in lay-in status. Staff cannot grant sick cell.
2. Inmates placed on sick cell status are to remain in their room the entire day with the exception of Health Services appointments, showering, or requesting staff assistance. Inmates in sick cell status must eat in their cell. Inmates are required to stand for all standing counts while on sick cell, unless they have written permission from HSU or a Supervisor. Visits will not be allowed while on sick cell status.

E. Medical Devices Authorization and/or Medical Restrictions

1. Should an inmate require the use of a medical device, he will receive written authorization via Medical Restrictions/Special Needs (DOC-3332B) form for his personal records from HSU. A copy of the authorization will also be kept in the inmate's medical record. Medically authorized devices may be allowed for a period of not less than 24 hours and not more than 1 year. Exceptions to this will be granted on an individual basis determined by the inmate's current medical diagnosis and physical abilities.
2. Upon review of the medical record, or upon a face to face interview, HSU will determine if it is appropriate to continue any previously authorized medical device at SCI. It will be the responsibility of the inmate to contact HSU for previously authorized devices to be continued if SCI authorization has not already been granted by the HSU staff. It is the inmate's responsibility to either get medical approval to renew the authorization, or to turn in the medical device (s) upon expiration of the medical authorization. The initial request(s) for re-authorization upon entry to SCI will not be subject to the copay charge.
3. Inmates will not be allowed to purchase any items from an outside vendor without the written consent of the HSU manager. If approved, the inmate and the Property Department will receive a copy of the written authorization.
4. Inmates given medical restrictions will also receive a copy of the Medical Restriction (DOC-3332B) form. It is the inmate's responsibility to keep this form for verification purposes.

F. Food/Other Allergies

1. Inmates who enter SCI with food or other allergies who do not have verifiable information on medical records will receive a 30-day "grace" period. This will allow the inmate ample time to access HSU and request testing for self-proclaimed allergies. Inmate allergies must be verified by RAST testing and documented within 30 days. Inmates will be provided a modified diet for self-proclaimed food allergies during this 30-day grace period. Once documentation appears on the chart, the inmate's allergy will be verified at any DOC institution to which he may transfer. The initial visit will not be subject to a copay charge, if initiated within 30 days.
2. If the inmate fails to contact HSU within this 30-day period of time, all accommodations previously granted will be rescinded.
3. The inmate will always retain the option of contacting HSU at any point during his incarceration at SCI to request the allergy testing. This will, however, generate a copay.

G. Eye/Optomtery Services

1. Submit requests for eye care on a Health Services Request form. If HSU staff determines the inmate should be placed on the optometrist's schedule, the inmate will automatically be added to the exam list. The inmate will be notified by HSU at the next available opportunity for an eye examination.
2. Only contacts prescribed by an ophthalmologist will be approved for use.
3. If the inmate receives a prescription for glasses and purchases glasses from an outside vendor, the inmate should notify the Optometry Department if they are experiencing any problems with their glasses.

H. Dental Services

1. To make an appointment, an inmate must send a Dental Service Request to Dental. These forms are located in the housing units. Completely describe the dental problem.
2. For purposes of determining the appointment, the dentist will determine whether an inmate's described dental condition is/isn't an emergency.
3. Dental appointments will be posted in the morning at the same time the HSU sick call list is posted. Inmates who have written for dental appointments must check this appointment posting on a daily basis to see if an appointment has been made.
4. Inmates who refuse a dental appointment or fail to appear for an appointment will need to submit a new request for dental services. This may result in the inmate waiting an extended period of time for the next appointment. There may be a wait of several months to get routine dental appointments or teeth cleanings. Being on a waiting list does not prevent an inmate from being transferred or released.
5. A \$7.50 copay will be charged each time an inmate is seen by the Dental Unit.
 - a. There is no copay if the Dental Unit requests to see the inmate. The Dental Unit determines if all dental work can be completed in one visit or if multiple visits are necessary. Multiple or complex fillings may require multiple copay charges.
 - b. Dentures and root canals take more than one visit to complete. The inmate will be charged a copay for the first visit only.
 - c. Dental work recommended by an intake facility or another correctional institution is still subject to a copay charge.

I. Miscellaneous Health Care

1. Rescue Inhalers and/or Nitroglycerin-Inmates are expected to possess their prescribed inhaler and/or nitroglycerin per DAI 500.00.02, Emergency Prescribed Medication for Self-Administration by Inmate-Patients.

2. Medical Alert Wristband
 - a. Inmates with insulin-dependent diabetes, seizure disorders (currently taking anti-seizure medications), documented bee sting allergies, asthma (currently taking asthma medication), or other significant medical conditions as determined by health service personnel shall be offered Medical Alert Wristband.
 - b. An inmate who wishes to wear a Medical Alert Wristband at any time during his DOC supervision shall make an appointment to see health service personnel.
3. Medical Record Reviews
 - a. All requests received for medical record reviews will be placed on an appointment list. The inmate will receive notice he has been scheduled for an appointment. Inmates who have pressing legal cases or concerns should make a note of this on the original request. HSU staff will make every effort to assist the inmate in emergency requests for access to medical records, but cannot guarantee access before the due date.
 - b. There is no copay charge for a medical record review. Copies will be charged at the DOC rate.
4. Inmate Medical Classification/Jobs
 - a. All inmates upon entry into the DOC are assigned a medical classification. These decisions are based upon the inmate's physical abilities at the time of the assessment and can change as appropriate. For health and safety reasons, inmates who fail to have the appropriate medical classification will not be hired for a vacant inmate worker position.
 - b. Health care providers will not change medical classification simply so an inmate can obtain employment status at SCI. The inmate's medical condition must be such it would be safe for him to perform the job without compromising his current health care status. If an inmate feels his health care status has changed, it is his responsibility to contact HSU and request a review of medical classification and may be subject to a copay for this service.
5. Americans with Disabilities Act (ADA) Accommodation Requests
 - a. SCI will adhere to all applicable Federal and State laws, regulations and guidelines with respect to providing reasonable accommodations and equal access to services as required to afford equal opportunities to disabled inmates.
 - b. SCI has been identified as a handicap accessible institution; therefore, inmates with an identified disability may be housed in any unit.
 - c. Accommodations made will be of a "reasonable" nature based upon the institution's ability to meet the required accommodation as identified by the Warden, ADA Coordinator, or the HSU Manager.
 - d. To request consideration for accommodation under the ADA, submit a Reasonable Modification /Accommodation Request (DOC-2530) to the institution ADA Coordinator.
6. Advance Directives for Health Care- Information related to how to enact this right can be obtained from HSU staff or Social Worker.

XI. INMATE COMPLAINT

A. Inmate Complaint Review System (ICRS)

1. Definition: "reviewing authority" means the Warden, bureau director, administrator or designee who is authorized to review and decide an inmate complaint.
2. Adult inmates have a right under Chapter DOC-310 of the Administrative Code to raise concerns they have by filing an Offender Complaint (DOC-400). Inmates are expected to try to resolve their complaints informally by using the chain of command before filing a formal ICRS complaint.
3. Inmates who do not feel comfortable using English to file a complaint may file their complaints in their native language.
4. Complaints will be returned (not processed) if they are not submitted on an Offender Complaint (DOC-400) form, can't be read or understood, are not signed, contain obscene or abusive language

or threats (unless such language is needed to describe an event), are submitted in a name other than the name on the inmate's Judgment of Conviction (or a new legal name) or address more than one issue.

The ICE may, before accepting a complaint for processing, return the complaint with instructions to informally resolve the issue.

5. When an inmate's complaint is accepted and processed (entered into ICRS system), it may be rejected if it is submitted by the inmate only for the purpose of harassing or causing malicious injury to someone, the issue raised does not affect the inmate personally, the issue raised has already been dealt with in a prior complaint, the complaint does not raise a significant issue regarding rules, living conditions or staff actions affecting the institution environment, the inmate does not allege sufficient facts upon which redress may be made, the issue is moot (the issue is already settled) or the complaint is beyond the scope of the complaint system.
6. Inmates cannot use the ICRS to appeal PRC decisions, parole decisions, denial of approved leave, inmate record challenge decisions, denial of open records requests, conduct reports, and disciplinary decisions. Inmates may use the ICRS to appeal only an incorrect procedure used in the program review process, the disciplinary process, the administrative confinement review process or a request for authorized leave.
7. Inmates may file only two (2) complaints a week unless the complaints involve health or personal safety issues. The ICE may waive this limit for good cause.
8. If the issue of your complaint is resolved or you wish to withdraw the complaint inform the ICE by sending an interview/information request to the ICE Department.

B. ICRS Procedure

1. The DOC-400 should be used only for filing complaints. The handwriting must be legible and the statements on the form must clearly describe the event that led the inmate to file the complaint.
2. The complaint must be deposited in the locked ICE boxes no later than 14 calendar days after the day of the action that prompts the inmate to file the complaint. An ICE may accept a late complaint if it is late for good cause.
3. The ICE may return or accept the complaint. If the complaint is returned, the inmate may modify it to address the ICE's reason for returning the complaint. If the complaint is accepted, the ICE sends the complaining inmate a written receipt for the complaint within five (5) working days of the date of the receipt of the complaint.
4. If the ICE accepts the complaint, he or she conducts an impartial investigation of the facts addressed in the complaint and either rejects it or makes a recommendation to the Reviewing Authority. The ICE has 20 working days from the receipt of the complaint to take those steps. If the complaint is rejected for the reasons listed above, the rejection may be appealed by the inmate on a Request for Review of Rejected Complaint (DOC-2182) form to the Reviewing Authority within 10 calendar days. The Reviewing Authority's decision on a rejected complaint is final.
5. The Reviewing Authority has 10 working days to issue his or her decision on the complaint. If the complainant does not receive the Reviewing Authority's decision within the 30 working days following the ICE's acknowledgement of receipt of the complaint, the complainant may appeal directly to the Corrections Complaint Examiner (CCE).
6. If the inmate is not satisfied with the Reviewing Authority's decision he or she may file an appeal by using an Offender Complaint Appeal (DOC-405) form. An appeal of a Reviewing Authority decision must be made by U.S. Mail and it must be received by the CCE within 10 calendar days of the date the inmate received the Reviewing Authority's decision. This appeal is investigated by a CCE.
7. The CCE, within five (5) working days after receiving an appeal, issues a written receipt of the appeal to the inmate.

8. The CCE investigates the appeal, reviews the prior recommendations and decision and then recommends a decision to the Secretary of the Department of Corrections within 35 working days of receipt of the appeal.
9. The Secretary shall make a decision within 10 working days following receipt of the CCE's recommendation. The Secretary may extend the time for making a decision for cause and must give written notice to the inmate.
10. If the inmate does not receive the Secretary's written decision within 45 working days of the CCE's acknowledgement of receipt of the appeal, the inmate may consider the administrative remedies to be exhausted, unless the time has been extended by the Secretary. The department shall implement an affirmed decision within 30 working days from the date of decision.
11. If an inmate's complaint is affirmed and it has not been implemented within 30 working days, the inmate may directly inform the decision-maker in writing of the failure to implement the decision.
12. After exhausting the appeal process for PRC hearings, disciplinary hearings, job terminations, administrative confinement hearings or a denial of authorized leave, an inmate may use the ICRS to challenge only the procedures used in those situations.
13. Inmates may file group complaints under DOC 310.10.
14. At all levels inmates will receive copies of the ICE/CCE recommendations and the Reviewing Authority/Secretary decisions.
15. Complaints filed with the ICRS are confidential. Persons working in the ICRS may reveal the identity of complainants and the nature of the complaint only to the extent necessary to investigate the complaint, implement the remedy, or in response to litigation. See DOC 310.16 for exceptions to complaint confidentiality.

XII. Re-Classification (RC)

This office is responsible for reviewing the custody level, program needs, and placement of inmates during their incarceration. The Classification Specialist at SCI chairs the Offender Classification Committee, which will review inmate cases as mandated by the Wisconsin Administrative Code Chapter 302. This process is a continuation of the Initial Classification (IC) staffing which takes place at DCI. If an inmate is being transferred to SCI from an institution other than DCI IC, this process is a continuation from the last classification hearing. Core Programs offered at SCI are: Domestic Violence Counseling, Anger Management, and Cognitive Interventions Program (CGIP), Thinking for a Change, and Sex Offender Treatment.

XIII. RECORDS OFFICE

A. File Reviews

1. The Offender Records Department maintains inmate Legal and Social Service Files. If an inmate needs to review a clinical, education, or health services file, please submit a request to those specific departments.
2. Record's Office file reviews are held in the B-building on Mondays 8:00 a.m. - 9:00 a.m., except holidays. The inmate is allowed 60 minutes to review the files.
3. If an inmate would like to review his files, submit an Interview/Information Request to the Records Office.
4. Inmates will be responsible to watch the Institution channel for scheduled date and time of review. Once an inmate puts in the request, it is their responsibility to show up for the scheduled review.
5. File reviews are limited to one review every 6 months. If the inmate does not show up for the scheduled file review, they will have to request to be rescheduled. If an inmate can show just cause, the Records Office Supervisor may grant an additional file review (i.e. pending court case).
6. When reviewing files, copies can be obtained at the DOC rate. You must have funds in your account or be pre-approved for a legal loan to receive copies.

B. Notary Services

1. Notary services are held on Mondays from 3:00 p.m.-3:30 p.m. and on Thursdays from 8:00 a.m.-8:30 a.m. in the Records Office.
2. Inmates do not need to send in a request slip to receive notary service; however, inmates must check in with the Officer in B-building during these timeframes.
3. There is no charge for notary service.
4. See DAI 300.00.56, Notary Services to Inmates, for further information regarding which documents will be notarized.

C. Parole Interviews

1. The Records Office has 60 days from the date of arrival at SCI to schedule eligible inmates for their Parole interview, even if the inmate's Parole Eligibility Date has passed. SCI must have the inmate legal file to schedule them.
2. If an inmate wants to know when they are scheduled to see Parole, they can ask a Social Worker or write to the Records Office using an Interview/Information Request slip.
3. A Parole Commission member visits SCI to conduct interviews. Inmates will be called to B-Building for their interview.

D. Releases

1. Inmates releasing on mandatory release (MR) or extended supervision (ES) will be released on the Tuesday or Wednesday prior to the MR/ES following Wis. Stat. §302.11(6). Release will not occur prior to 8:30 a.m. on date of release if transportation is by family/friend.
2. Inmates having a presumptive mandatory release (PMR), he can only be released after having been reviewed by the Parole following Wis. Stat. §302.11(1g).
3. Inmates releasing on maximum discharge, will be released on the exact date.
4. Inmates releasing on a grant will be released on the grant date or after as determined by the Agent.

E. Truth In Sentencing (TIS) 75/85% Petitions

1. Instructions for filing TIS 75/85% petitions are in the library. Ensure directions are followed prior to submitting petitions.
2. Documents for filing are available in the library.

F. Detainers

1. When the Records Office receives a detainer pertaining to an inmate at SCI, the inmate will be called to the Records Office to be served. If the detainer is based on a Wisconsin charge, the inmate will be served following the Records Office procedure pertaining to Intrastate Detainers and Wis. Stat. §976.05.
2. If the detainer is based on a charge out of Wisconsin, the inmate will be served following the Records Office procedure pertaining to Interstate Detainers and Wis. Stat. §976.05 and Manual on Extradition.

G. Service of Process

When SCI receives documents for service of process on an inmate from the Sheriff's Department, private processing agency, private citizen, or through the U.S. mail, the inmate will be called to the Records Office to be served the documents.

H. Attorney Contacts

1. Inmate-Attorney contacts will follow SCI 905.05.03, Inmate-Attorney Contacts.

2. Attorneys must contact the Records Office to schedule a professional visit with their inmate client.
3. Inmates wanting to call an attorney may do so using the phone on the unit. An inmate and attorney must complete an Telephone Request Attorney Add/Delete (DOC-1631) form.
4. If an attorney must speak to his client by phone prior to the Telephone Request Attorney Add/Delete (DOC-1631) form being processed, the Records Office may schedule a phone call in their office upon request from the attorney.

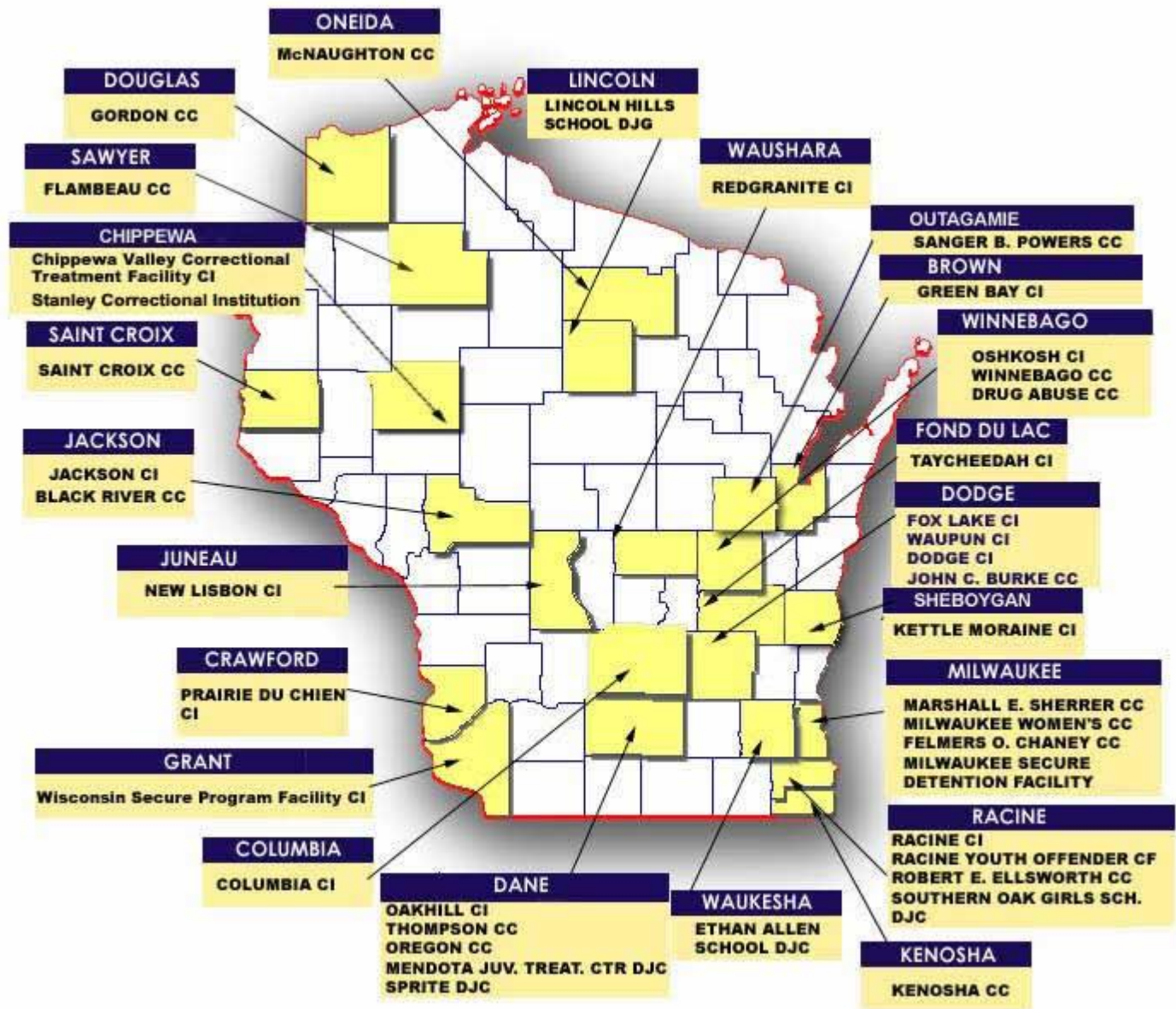
I. Court Calls/Video Court Hearings

1. The court system may contact the institution regarding a court hearing using the telephone or video conferencing equipment. The Records Office will schedule such requests and notify the inmate in writing.
2. If an inmate receives a Notice of Hearing stating he is to appear for court and the inmate has not received a notice from Records scheduling the hearing, either send paperwork to Records or contact your Social Worker. Please note: some courts require inmates to contact them in writing prior to the hearing to request to appear by phone or video conference. Inmates must review documents and complete this process in order for the call to take place.

Wisconsin Department of Corrections Institutions, Correctional Centers, & Juvenile Facilities Map

MAP LEGEND

CI = Correctional institution
CC = Correctional Center
CF = Correctional Facility
DJC = Division of Juvenile Corrections



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